



ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
3/9/2022 7:30 PM
Conducted by Remote Participation – Zoom Meeting

ATTENDEES:

Gibian	A	Padaria	P	Harmer	P	Tosti	P
Blundell	P	Migliazzo	P	LaCourt	P	Nascimento	P
Ellis	P	Wallach	A	Jones	P	Deshler	A
Healy	P	Foskett	P	Kocur	P	Carman	P
Beck	P	Crawford Pokress	A	Kellar	P	McKenna	P
						Bradley	P

P indicates Present; L indicates late; A indicates Absent

Visitors: Sean Keane (ACMI), Ida Cody (Town Comptroller), Sandy Pooler (Deputy Town Manager/Finance Director), Alexander Franzosa (Community Preservation Act Committee Member), Clarissa Rowe (Community Preservation Act Committee Chair)

INTRODUCTION

1. Foskett read the rules for the meeting as formulated by Town Counsel based on the Governor's authorization. An important rule is that all votes, unless unanimous, must be by roll call. Attendance was taken by roll call.
2. Foskett announced that the Capital Budget vote is postponed until Monday, March 14.

MEETING MINUTES

1. 2/28/22 meeting minutes were accepted with 14 in favor and three abstentions (Healy, Padaria and Carman).
2. 3/2/22 meeting minutes were accepted unanimously.

BUDGETS

1. Inspections (No. 21)
 - a. Harmer presented a summary of the Inspections Department budget.
 - b. VOTE: The Inspections budget totaling \$499,072 was passed unanimously.

OTHER MATTERS

1. FY22 Private Way Revolving Fund Increase Request
 - a. Deputy Town Manager & Finance Directory Pooler reviewed a memo requesting an increase to the FY2022 spending limit of the Private Way Repair Revolving Fund. This is a

mid-year request and not related to any Warrant Article. Pooler detailed a large project on Mount Gilboa Street which exceeded the \$200,000 fund limit set by the last Town Meeting. Work related to the project have exceeded the fund limit and an authorization from the Finance Committee and the Select Board is needed before the town can pay the contractor.

- b. VOTE: The motion to increase the fund spending limit from \$200,000 to \$275,000 for FY2022 was approved unanimously.

HEARINGS

- 1. Community Preservation Act Committee (Warrant Article No. 62)
 - a. Clarissa Rowe presented to the committee, sharing a history of the Community Preservation Act and detail on the committee's proposed projects.
 - b. The committee granted funding to all organizations who completed the application process. Four organizations submitted preliminary applications to the committee but did not complete the application process.
 - c. Foskett reminded the group that the committee's duty regarding the Community Preservation Act Committee budget is to either endorse or not endorse, differentiating from other budgets which go to the Finance Committee for approval.
 - d. VOTE: The motion to endorse the FY2023 CPAC plan totaling \$3,444,904 with an Estimate Available for Distribution of \$3,602,536 was passed with nine in favor and six abstentions (Blundell, Ellis, Migliazzo, Harmer, Jones and Kellar).
 - i. The motion included the caveat that the CPAC would rectify clerical errors on the budget page. Julie Wayman, Town Budget Analyst, provided an updated version of the budget page following the meeting with an adjusted total of \$3,441,624 and no change to the Estimate Available for Distribution total.

BUDGETS

- 2. Public Works Budget (Article No. 17)
 - a. The committee reviewed the Department of Public Works budget. The Research Operations Working Group led by Tosti has been reviewing waste expenses.
 - b. The committee voted on each budget section in one consolidated block after hearing no objections.
 - c. VOTE: The Department of Public Works budget, reflecting the totals detailed below by sub-department, were approved unanimously (with exception to Kellar who left before the vote).
 - i. Natural Resources totaling \$1,746,760
 - ii. Maintenance of Town Fields totaling \$60,000
 - iii. Engineering totaling \$173,728
 - iv. Public Works Administration totaling \$316,396
 - v. Highway totaling \$1,760,041
 - vi. Snow and Ice totaling \$1,172,013
 - vii. Solid Waste totaling \$4,272,212
 - viii. Highway Motor Repair totaling \$445,252
 - ix. Cemetery totaling \$283,810
 - x. Streetlighting totaling \$115,000
 - xi. Traffic Signals totaling \$115,000

OLD BUSINESS

1. The Personnel and Reclassification Budget was postponed due an outstanding item.
2. Questions regarding the Police Department budget were answered by Chief Flaherty which Harmer shared with the group via SharePoint.
3. Software expense accounting procedures were discussed.

BUDGETS

3. Treasurer/Collector (No. 7)
 - a. The committee reviewed the Treasurer/Collector budget.
 - b. VOTE: The Treasurer/Collector budget totaling \$703,320 was unanimously approved.
4. Postage (No. 8)
 - a. The Water & Sewer department is moving to a new billing system where bill recipients may be able to opt-out of paper bills.
 - b. VOTE: The Postage budget totaling \$185,869 – unanimous
5. Summary

Budget #	Budget Name	Amount	Status
21	Inspections	\$499,072	Approved
17 – i	Natural Resources	\$1,746,760	Approved
17 – ii	Maintenance of Town Fields	\$60,000	Approved
17 – iii	Engineering	\$173,728	Approved
17 – iv	Public Works Administration	\$316,396	Approved
17 – v	Highway	\$1,760,041	Approved
17 – vi	Snow and Ice	\$1,172,013	Approved
17 – vii	Solid Waste	\$4,272,212	Approved
17 – viii	Highway Motor Repair	\$445,252	Approved
17 – ix	Cemetery	\$283,810	Approved
17 – x	Streetlighting	\$115,000	Approved
17 – xi	Traffic Signals	\$115,000	Approved
7	Treasurer/Collector	\$703,320	Approved
8	Postage	\$185,869	Approved

CONCLUSION

The meeting adjourned at 9:59 PM.

The next meeting is Monday, March 14, 2022 at 7:30 PM.

Tara Bradley
3/15/2022

Reference 1: Inspections Presentation – Harmer

Reference 2: FY22 Private Way Revolving Fund Increase Request Memo

Reference 3: Presentation from the Community Preservation Act Committee

Reference 4: CPA Presentation Follow-Up Email – Julie Wayman

Reference 5: Covenant Church Application, FY13 CPA

Reference 6: Covenant Church CPAC App, Support Letter, Disability Commission

Reference 7: FY23 CPAC Funding Summary V5

Reference 8: Considerations for Church Preservation Projects Memo – Douglas Heim

Reference 9: CPA Presentation Email – Clarissa Rowe

Reference 10: DPW Question Responses Memo - Mike Rademacher

Reference 11: FY23 Police Budget Question Responses – Julie Flaherty

FY'23 Arlington Inspections Department Budget

Arlington Finance Committee
February 16, 2022

FY'23 Inspections Salaries & Expenses

	2020 Actual	2021 Actual	2022 Budget	2023 Budget	\$ Change	% Change
0125181 INSPECTION SALARIES						
5100 SALARIES & WAGES	494,883	572,530	512,283	469,627	(42,656)	-8.33%
5102 SALARIES & WAGES TEMP	170	1,190	4,000	6,000	2,000	50.00%
5103 OVERTIME	375	6,404	4,000	4,000	0	0.00%
5141 CLOTHING	-	500	750	750	0	0.00%
5156 LONGEVITY	9,051	13,672	11,220	3,195	(8,025)	-71.52%
5160 STIPENDS	925	425	300	300	0	0.00%
0125181 INSPECTION SALARIES	505,404	594,721	532,553	483,872	(48,681)	-9.14%
0125182 INSPECTION EXPENSES						
5213 TRAVEL	1,069	926	2,000	2,000	0	0.00%
5218 TRAINING	-	-	2,000	2,000	0	0.00%
5223 OFFICE SUPPLIES	6,023	6,282	3,200	4,200	1,000	31.25%
5249 REPS & MAINT:VEHICLES	1,714	665	4,000	3,000	(1,000)	-25.00%
5299 OTHERWISE UNCLASSIFIED	-	-	-	-	0	-
5382 CONTRACTED SERVICES	-	-	4,000	4,000	0	0.00%
0125182 INSPECTION EXPENSES	8,807	7,873	15,200	15,200	0	0.00%
INSPECTION TOTAL	514,211	602,595	547,753	499,072	(48,681)	-8.89%

Explanatory Notes on Salaries & Expenses

- **Salaries**

- 5100 Salaries & Wages reduced from FY'22 to '23 because of lower salaries of new employees filling vacancies
 - New Director's salary is \$35K below predecessor
- 5156 Longevity for FY'23 reduced due to retirements in FY'22 being replaced by employees with less service time
- No retirements in FY'23 currently anticipated

- **Expenses**

- 5223 Supplies increased by \$1,000 moved from 5249 Reps & Maint Vehicles
 - Reduction in 5249 from increased use of electric & hybrid cars – fewer repairs
 - Increase 5223 due to:
 - Permit materials for customers
 - Costs for increased information materials, i.e.:
 - Erosion
 - Tree bylaw
 - Good neighbor policy

FY'23 Inspections Salary Detail

FY 2023 SALARY DETAIL			FY2023							FY2022	FY2023				
			FTE	BU	Grade	Step	Step	Min	Max	Budget Book	New Pay	Base	Step	Longevity	Total
INSPECTIONS	Previous	Job													
CIAMPA		DIRECTOR OF INSPECTIONAL SERVICES	1.00	MGMT	2	3	3	98,911	142,930	142,831	106,466	102,621	3,845	1,065	107,531
LEE		WIRE INSPEC / SUPR. OF WIRES	1.00	SEIU	8	8	8	63,301	84,795	81,904	81,904	81,904	0	819	82,723
VACANT	MCCONNELL	PLUMBING AND GAS INSPECTOR	1.00	SEIU	8	5	5	63,301	84,795	81,904	73,342	70,690	2,652	0	73,342
GELDART		LOCAL BUILDING INSPECTOR	0.51	SEIU	7	7	8	61,158	81,928	29,958	39,962	38,518	1,444	411	40,373
VACANT	CIAMPA	LOCAL BUILDING INSPECTOR	1.00	SEIU	7	7	8	61,158	81,928	74,896	77,704	74,896	2,808	0	77,704
CARROLL		ZONING ASSISTANT	1.00	OFFA	4	8	8	39,924	52,687	52,687	52,687	52,687	0	900	53,587
VACANT	CONNORS	RECORD KEEPER-INSPECTIONS	0.80	OFNU	4	5	5	40,523	52,438	32,196	37,562	37,562	0	0	37,562
TAXATION TOTAL:			6.31							512,762	469,627	458,878	10,749	3,195	472,822

- **Vacancies (3)**
 - Filled Plumbing & Gas Inspector position
 - Considering 2 applicants for building inspector position
 - Record-Keeper position posted, closing 3/9
- **Resource Levels**
 - Need to get fully staffed up before assessing capacity & needs going forward
 - COVID has impacted capacity
 - Enforcing job-site masking and other COVID requirements
 - Staff having to work from home but with limited access to records at the office
 - Job-site safety concerns

Permit Revenues

	2017	2018	2019	2020	2021
Revenue	\$1,640,043	\$1,857,126	\$1,704,705	\$1,769,286	\$2,217,892
Permits	5,239	5,830	5,631	4,686	5,342



- **Revenue Projections**

- Permit Revenue increased by 23% from 2019 to 2021 even though number of permits decreased by 5%
 - More large projects (i.e. 1165 Mass Ave housing project (Mirak) generated \$354K in permit revenues)
- Expected significant reductions in construction during COVID lockdowns were more than offset by dramatic increases in home renovations
- Not clear if 2021 levels will be sustainable post COVID

Issues

- **Digitization of Records**

- Intends to start digitizing records as soon as possible
- Need to follow any standards issued by IT
- Need to fill vacancies first
- New Recordkeeper position will be heavily involved
- Current plan is to digitize the records incrementally in-house using department staff

- **Zoning Violations**

- Enforcement of safety violations is prioritized
- Enforcement process is labor intensive with a lot of paperwork – daily write-ups, appeals, process must start over if no response
- Limited by resource constraints and COVID
- Fully intends to collect all fines due for violations within time periods specified in applicable by-law

- **New Grove St. building**

- Expect to move there in about 1.5 yrs.
- New space will be a little larger than in the old building with a more efficient storage area

- **Resources**

- *Are resource levels sufficient given the department's scope of responsibility and volume & nature of the work, especially as a revenue generator?*



**Town of Arlington
Office of the Town Manager**

Sanford M. Pooler
Deputy Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: spooler@town.arlington.ma.us
Website: www.arlingtonma.gov

TO: Select Board and Finance Committee

CC: Mike Rademacher, Public Works Department Director and Wayne Chouinard, Town Engineer

FROM: Sandy Pooler, Deputy Town Manager/Finance Director and Ida Cody, Comptroller

DATE: March 3, 2022

RE: Private Way Repair Revolving Fund

Background

The Town has long had a revolving fund we use to pay for repairs to private ways. Upon petition of two thirds of the residents of a street, the Select Board can approve repairs to private ways. The residents choose a contractor for a list approved by the Engineering Division. They pay one third of the estimated bill up front, we then send them a full bill once the work is complete, and the resident have the choice of paying that bill or having the cost added as a betterment assessment to their tax bills.

Requested Action

We write to ask you to increase the FY22 spending limit of the revolving fund from its current level of \$200,000 to \$275,000.

Normally, this fund pays for relatively small improvement projects, but this year there was a repaving project at Mt. Gilboa Street that cost \$221,625. That large project has pushed the projected spending from this fund beyond the original budget of \$200,000. We will collect sufficient funds from residents to pay the contractor, but until we receive your approval for an increase in the limit, we cannot make payment to the contractor. We are analyzing projections for next year and will report to you for town meeting on a revised budget for FY23.



Community Preservation Act Committee

Clarissa Rowe, Chair
Alexander Franzosa



Fiscal Year 2023

Community Preservation Act (CPA)



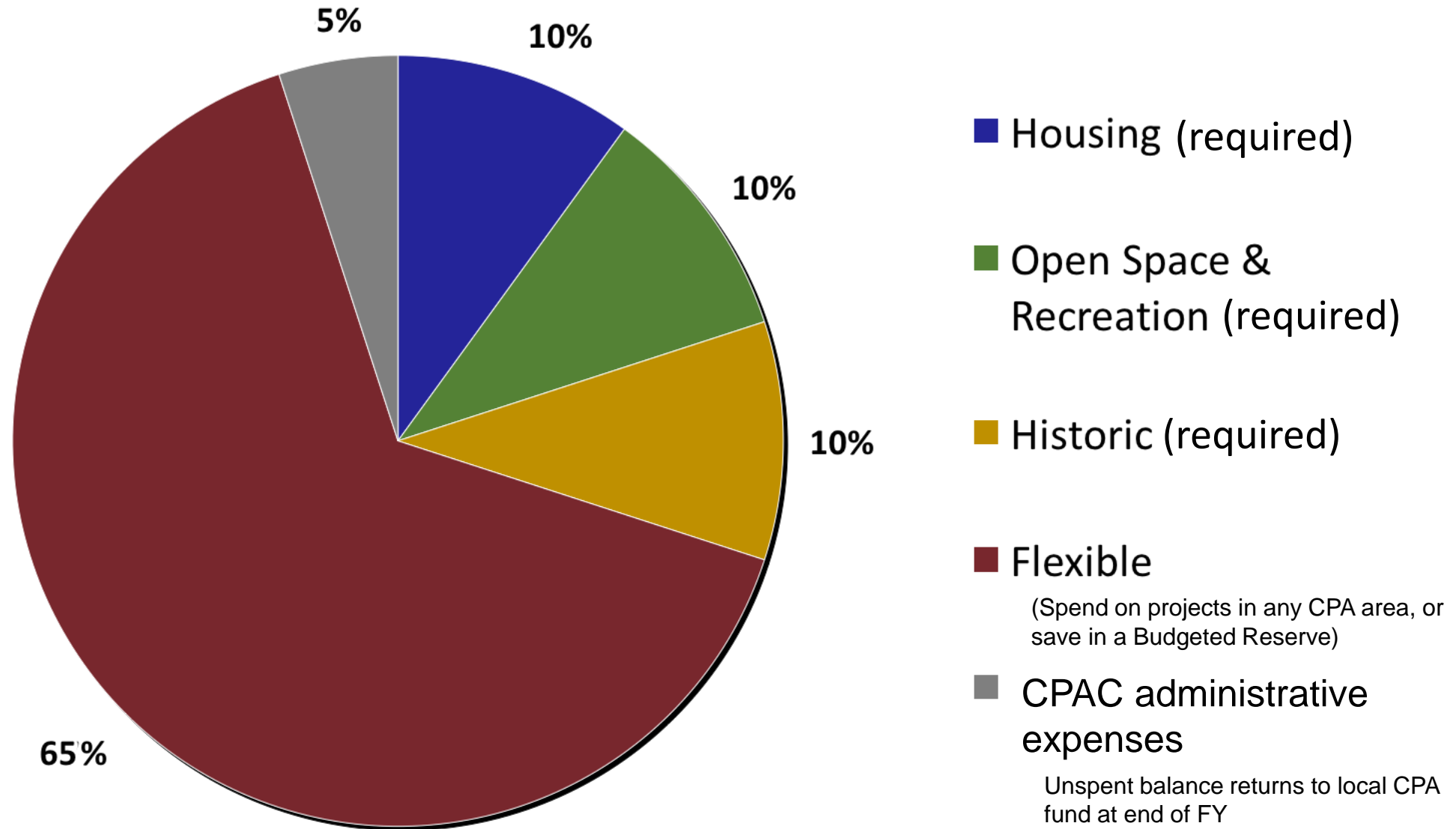
**Historic
Preservation**

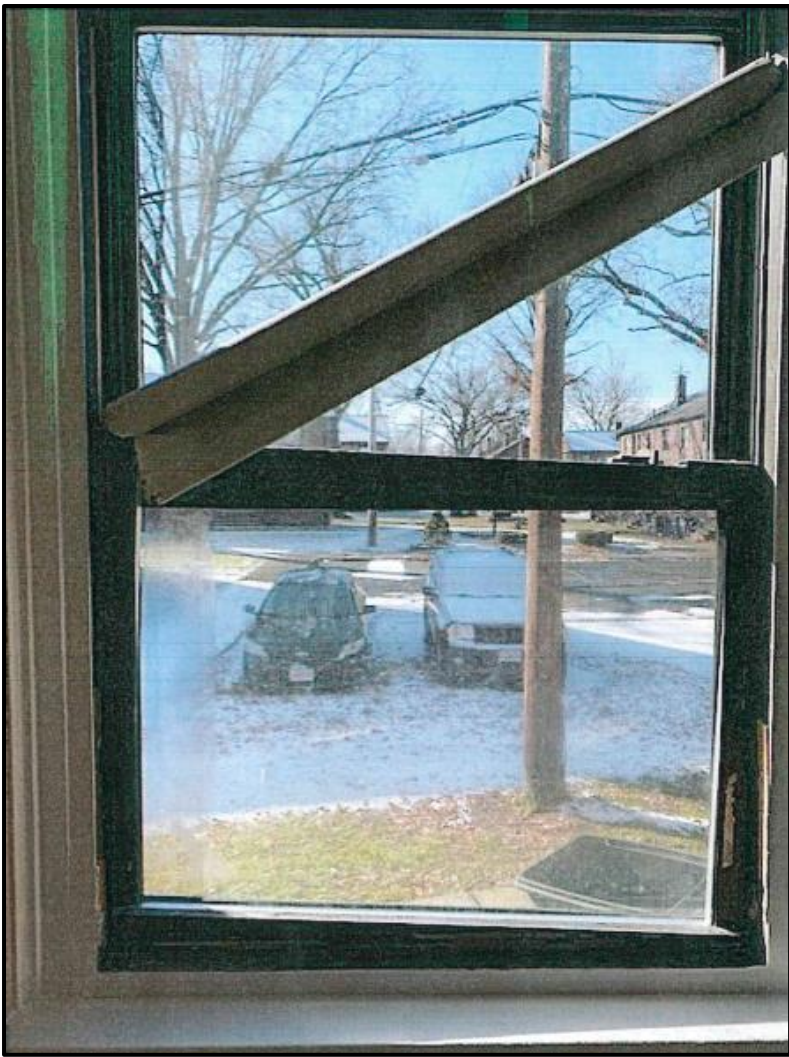
**Open Space &
Recreation**

**Community
Housing**



Annual CPA Spending





MENOTOMY MANOR WINDOW REPLACEMENT

Arlington Housing Authority

\$600,000



LEASING DIFFERENTIAL PROGRAM

Somerville Homeless Coalition

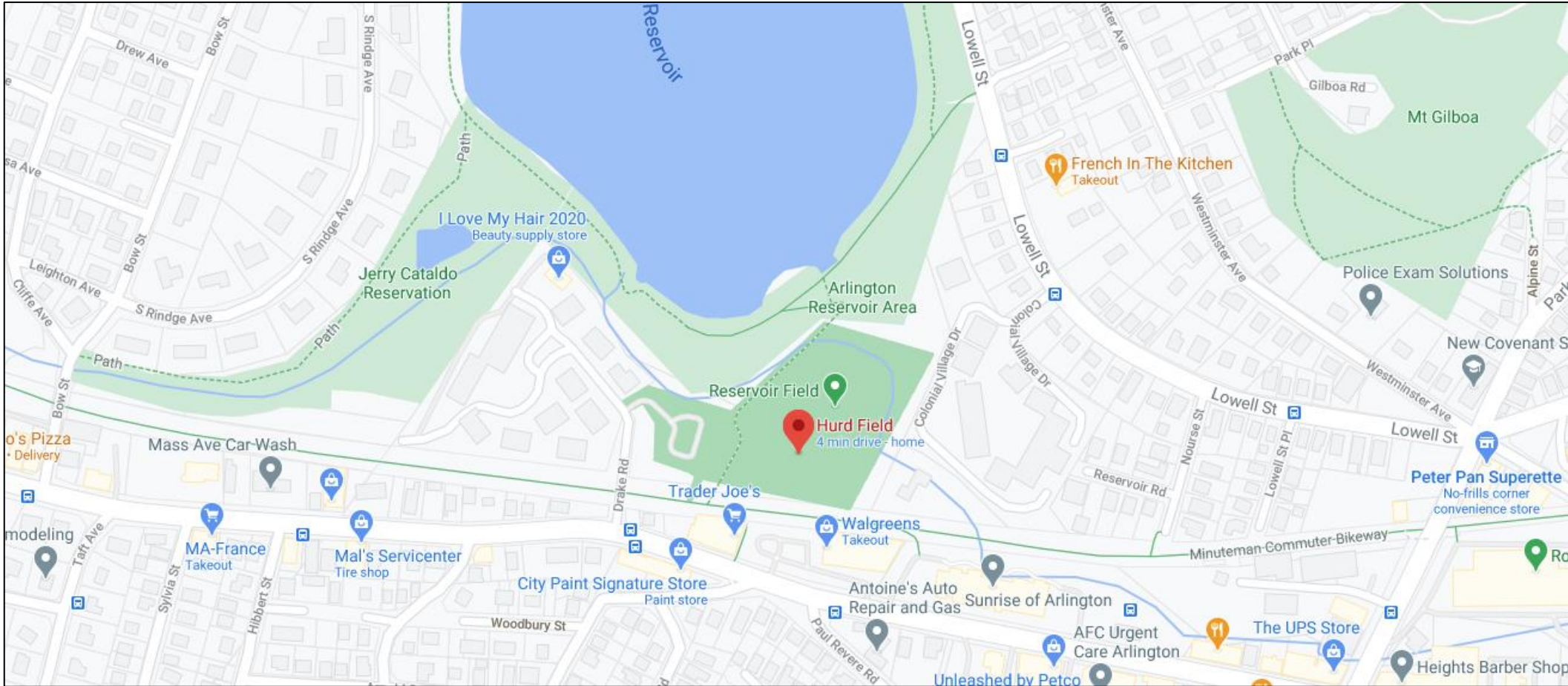
\$16,290



ARLINGTON AFFORDABLE HOUSING TRUST FUND

Department of Planning and Community Development

\$250,000



HURD FIELD RENOVATIONS: PHASE II

\$664,244

Arlington Recreation Department



HURD FIELD RENOVATIONS: PHASE II

Arlington Recreation Department



HURD FIELD RENOVATIONS: PHASE II

Arlington Recreation Department



ROBBINS FARM PLAYGROUND

Arlington Recreation Department

\$997,993





MT. GILBOA FEASIBILITY STUDY

Arlington Conservation Commission

\$57,000



COOKE'S HOLLOW RESTORATION FEASIBILITY STUDY

Conservation Land Steward

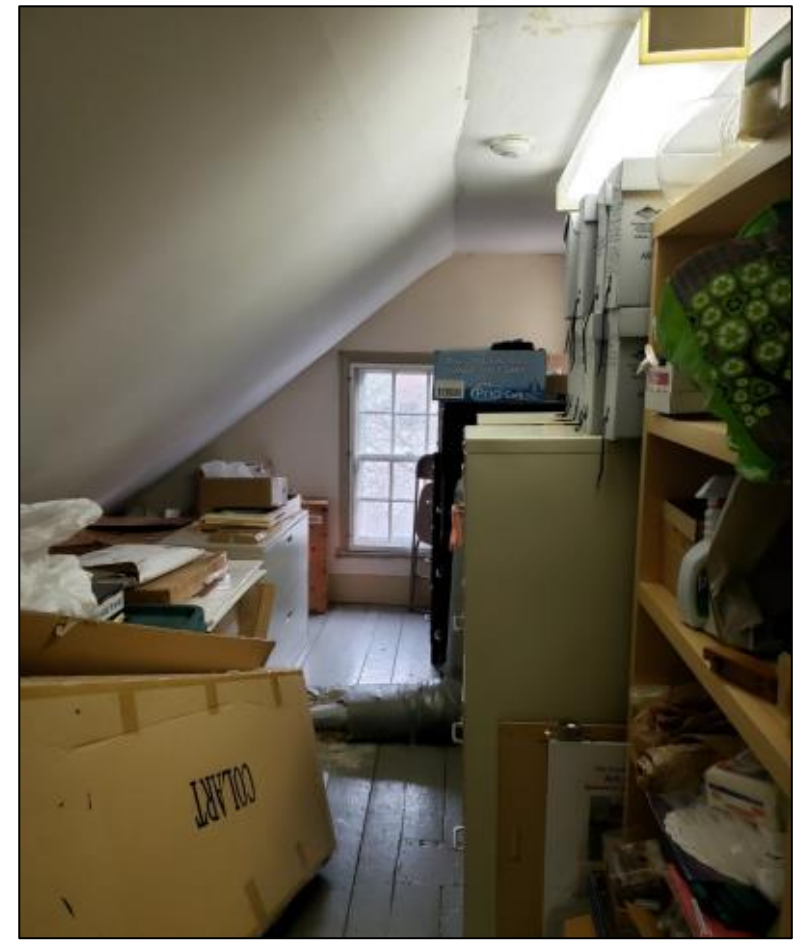
\$70,000



JARVIS HOUSE PRESERVATION AND RESTORATION

Town of Arlington Legal Department

\$190,000



DALLIN MUSEUM COLLECTIONS PRESERVATION

Cyrus E. Dallin Art Museum

\$31,785



COVENANT CHURCH ACCESSIBILITY IMPROVEMENTS

\$100,000

Covenant Church



HISTORIC PLANNING RECORDS PRESERVATION

Department of Planning and Community Development

\$25,000



OLD SCHWAMB MILL NORTH & WEST SIDES

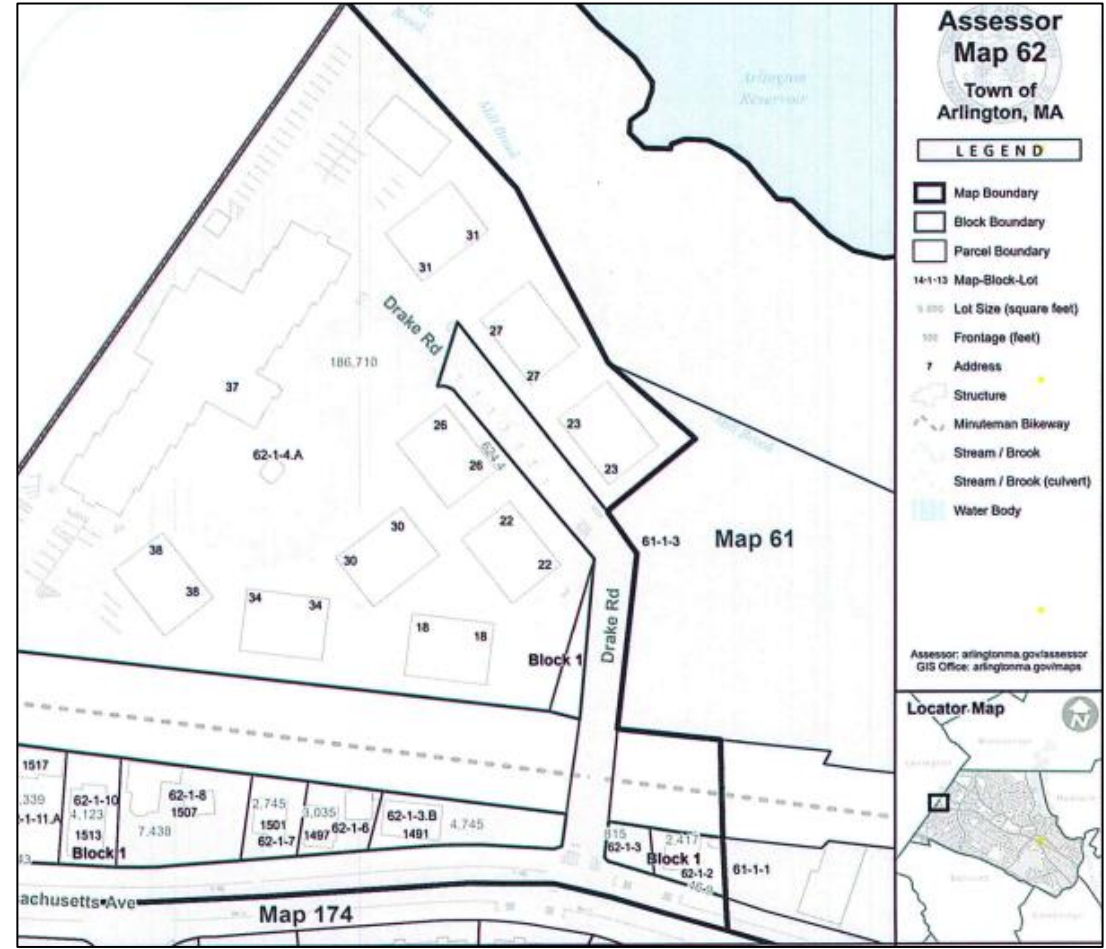
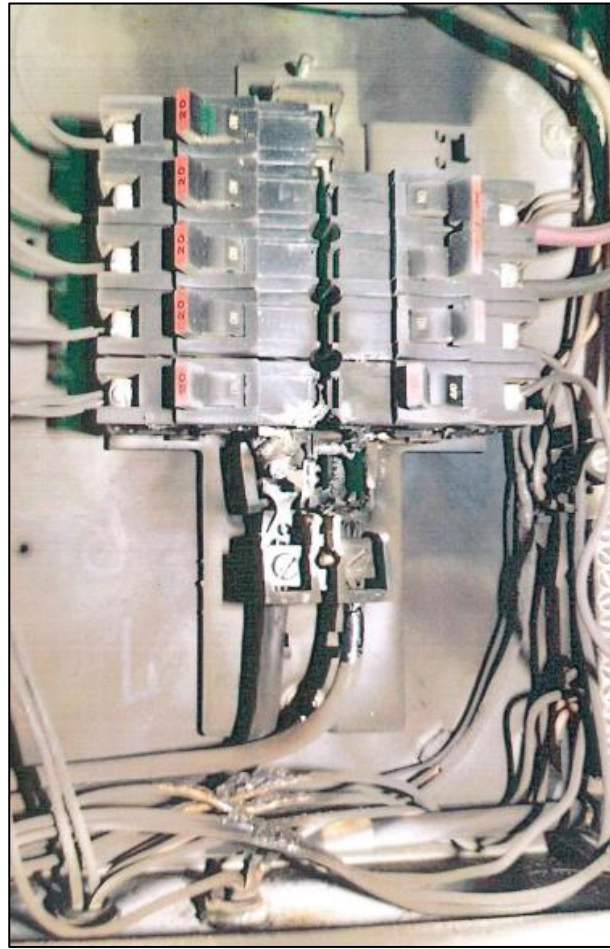
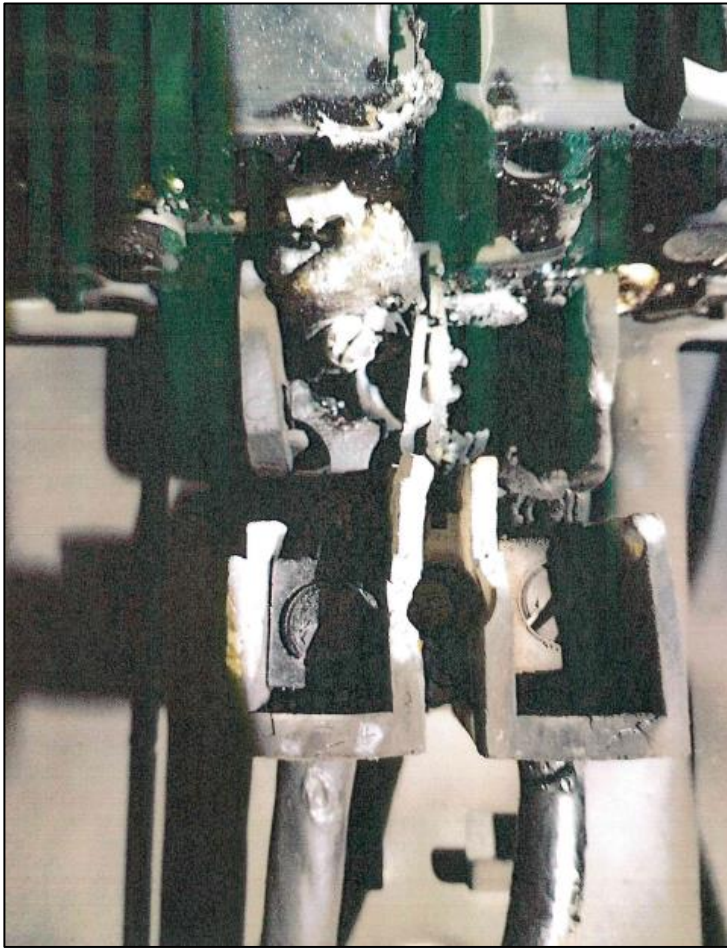
\$20,000 Schwamb Mill Preservation Trust



PRESERVATION OF JASON RUSSELL HOUSE

\$150,816

Arlington Historical
Society



HAUSER BUILDING ELECTRICAL PANEL UPGRADE

\$203,280

Arlington Housing Authority

FY 23 Community Preservation Act, Final Applications		
Project Title	Applicants	Application
Community Housing		
Menotomy Manor Window Replacement Project	Arlington Housing Authority	\$ 600,000
Hauser Building Electrical Panel Upgrade	Arlington Housing Authority	\$ 203,280
Leasing Differential	Somerville Homeless Coalition	\$ 16,290
Arlington Affordable Housing Trust Fund	Department of Planning and Community Development	\$ 250,000
Community Housing Subtotal		\$ 1,069,570
Open Space/Recreation		
Hurd Field Renovation Phase II	Arlington Recreation Department	\$ 664,244
Robbins Farm Playground	Arlington Recreation Department	\$ 997,993
Mt. Gilboa Feasibility Study	Arlington Conservation Commission	\$ 57,000
Cooke's Hollow Restoration and Rehabilitation	Conservation Land Steward	\$ 70,000
Open Space/Recreation Subtotal		\$ 1,789,237
Historic Preservation		
Jarvis House Preservation and Restoration	Town of Arlington Legal Department	\$ 190,000
Dallin Museum Collections Preservation and Rehousing	Cyrus E. Dallin Art Museum, Inc.	\$ 31,785
Jason Russell House, Preservation (Continued)	Arlington Historical Society	\$ 150,816
Covenant Church Accessibility Improvements	Christian Life Fellowship, Inc. (AKA Covenant Church)	\$ 100,000
Old Schwamb Mill's Barn, Preservation of North and West Sides	Schwamb Mill Preservation Trust, Inc.	\$ 20,000
Historic Planning Records Preservation	Department of Planning and Community Development	\$ 25,000
Historic Preservation Subtotal		\$ 517,601
Subtotal, FY23 CPA Applications		\$ 3,376,408
	CPAC Administrative Expenses Account	\$ 68,496
Grand Total		\$ 3,444,904

Estimated CPA Funds for FY23 Appropriation		
Total Town CPA Tax Revenue Estimate for FY23	\$ 1,845,000	Same as FY22 tax revenue estimate
State Match Estimated for FY 23	\$ 645,750	State Match, 35% of 2022 CPA estimate
FY22 State Match Overflow	\$ 382,225	
Additional FY22 State Match	\$ 79,561	
Anticipated End of FY22 CPA Fund Balance	\$ 312,661	
Community Housing Reserve	\$ 337,339	Original \$500K - FY22 Community Housing \$162,661
Total CPA Estimate Available for Distribution	\$ 3,602,536	

Community Preservation Act Committee, Long Range Planning Forecast, FY23-27							
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
I	REVENUE						
	Estimated Total Revenues		\$ 3,602,536	\$ 2,697,787	\$ 3,434,240	\$ 5,028,494	\$ 6,653,007
II	APPROPRIATIONS						
A.	CPA Applications						
	Open Space + Recreation		\$ 1,789,237	\$ 1,125,517	\$ 846,587	\$ 898,661	\$ 500,000
	Historic Preservation		\$ 517,601	\$ 152,118	\$ 136,500	\$ 119,000	\$ 1,500
	Community Housing		\$ 1,066,290	\$ 516,000	\$ 16,000	\$ 16,000	\$ 16,000
	Total CPA Applications		\$ 3,373,128	\$ 1,793,635	\$ 999,087	\$ 1,033,661	\$ 517,500
	CPA Administration		\$ 68,496	\$ 70,208	\$ 71,964	\$ 73,763	\$ 75,607
	Estimated Total Appropriation		\$ 3,441,624	\$ 1,863,843	\$ 1,071,051	\$ 1,107,424	\$ 593,107
	Estimated Balance		\$ 160,912	\$ 833,944	\$ 2,363,190	\$ 3,921,070	\$ 6,059,901

CPA FORECAST FY2023-2027

From: "Julie Wayman" <JWayman@town.arlington.ma.us>
To: tbradley@town.arlington.ma.us
Cc: "Clarissa Rowe home" <clarissa.rowe@comcast.net>, abobzosa@gmail.com, "Jim Feeney" <JFeeney@town.arlington.ma.us>
Date: 03/10/2022 01:40 PM
Subject: FY23 CPA Presentation Follow-Up

Hi Tara,

I'm following up with you on last night's CPA presentation. Attached please find the Covenant Church application, their letters of support, and our FY23 budget.

Also, here are the four applications and their applicants that did not submit final applications after submitting a preliminary.

Project Title	Applicant(s)	
Community Housing		
Hauser Bldg Roof Replacement	Arlington Housing Authority	Found other funding source/Did not submit full application
Downing Square Broadway Initiative	Housing Corporation of Arlington	Questionable eligibility/Did not submit full application
Open Space/Recreation		
Brackett Elementary School Outdoor Space/Playgrounds Study	School Department/Brackett Elementary School PTO Outdoor Committee	Funding moved to Capital Plan/Did not submit full application
Historic Preservation		
Central School Building Envelope Restoration	Arlington Redevelopment Board	Did not submit full application

Please let me know if you need anything further.

Julie

Julie Wayman
 Management Analyst
 Town of Arlington
 730 Massachusetts Avenue
 Arlington, Massachusetts 02476
 781-316-3005

Attachments:

File: ATT00003.txt	Size: 1k	Content Type: text/plain
File: ATT00004.html (Shown Inline)	Size: 12k	Content Type: text/html
File: Covenant Church Application, FY23 CPA.pdf	Size: 2144k	Content Type: application/pdf
File: Covenant Church CPAC App. Support Letter, Disability Commission.pdf	Size: 76k	Content Type: application/pdf
File: FY23 Funding Summary V5.pdf	Size: 73k	Content Type: application/pdf

Community Preservation Act Committee Town of Arlington

CPA Funding – FY2023 Final Application

One (1) electronic copy of the completed application must be submitted to the CPAC on **December 28, 2021** in order to be considered for advancement to the final application stage, with the electronic copy sent to jwayman@town.arlington.ma.us

Applications will be date stamped and assigned control numbers in the order that the hard copies are received. This PDF form may be completed on a computer using [Adobe Reader](#).

1. General Information

Project Title: Covenant Church Accessibility Improvements

Applicant/Contact: Don Mills, Church Member & Architect (Mills Whitaker Architects LLC)

Organization: Christian Life Fellowship Inc. (aka Covenant Church)

Mailing Address: 9 Westminster Avenue
Arlington MA 02474

Telephone: 617-283-5377 E-mail: donmills@millswitaker.com

2. CPA Eligibility (refer to the chart on page A-4)

CPA Category (select one):


☐ Community Housing ☒ Historic Preservation ☐ Open Space ☐ Recreation

CPA Purpose (select one):

☐ Acquisition ☐ Creation ☐ Preservation ☐ Support ☒ Rehabilitation & Restoration

3. Budget

Amount Requested: \$100,000 Total Project Cost: \$150,000

Signature  Date 28 Dec 2021

Please answer and document all questions on the following page

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

1. **Goals:** What are the goals of the proposed project?

To provide an accessible public entrance and restroom in an 1899 historic church.

2. **Community Need:** Why is the project needed? Does it address needs identified in existing Town plans? If so, please specify.

This church is the visual cornerstone of the Mount Gilboa / Crescent Hill Historic District. Integrating accessibility into this facility will serve to preserve the historic character of the building and the neighborhood while expanding opportunities to serve a diverse population that can include those with mobility challenges. Preserving this community resource aligns with Articles 1 through 6 of the Town Goals developed by the Master Plan Action Committee: [Arlington's Town Goals](#)

Article 1: Community & Citizen Service

Article 2: Diversity

Article 3: Education

Article 4: The Environment

Article 5: Culture & Recreation

The project also supports the Master Plan's vision to create civic connections that encourage social interaction and foster a sense of community while being good stewards of our historic heritage.

3. **Community Support:** What is the nature and level of support for this project? Include letters of support and any petitions.

See enclosed letters (13) from a range of organizations and individuals, others may have been sent directly to the CPAC. Letters included are listed in alphabetical order below:

Arlington EATS (1)

Arlington Historic Districts Commission (1)

Arlington Town Manager (1)

Arlington Town Meeting Members (2)

Former Pastor of Covenant Church (1)

Head Gardener of Covenant Church (1)

Housing Corporation of Arlington (2)

New Covenant School (2)

Sunrise Assisted Living (1)

Vero Health & Rehab of Watertown (1)

4. **Project Documentation:** Attach any applicable engineering plans, architectural drawings, site plans, photographs, any other renderings, relevant studies, or materials.

See enclosed excerpt of information submitted with the preliminary application.

5. **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones?

The timeline as outlined in the preliminary application (see attached) proposes a schedule that will target completion of the project in time in the early fall of 2022. The schedule indicates that planning, documentation, and bidding will be done between ATM approval and the start of FY23, and those activities will be funded by a portion of the applicant's resources. Expenditure of CPAC funds will not be incurred prior to July 1, 2022. The reason for an expedited schedule is to avoid disruption during the school year. An alternative approach would be to perform the construction during the following summer if better pricing could be obtained by planning the work further in advance. In either case, the project will be completed well within the 30-month maximum duration as required.

6. **Credentials:** How will the experience of the applicant contribute to the success of this project?

Covenant Church has owned, occupied, and operated the building since purchasing it from the original congregation in 1994. The church completed two improvement projects, one in 1996 for life safety improvements (sprinklers, fire alarm) prior to locating the elementary school into the building and another in 2003 to renovate the sanctuary space. Both projects were successfully implemented on time and within anticipated budgets.

This application process and subsequent project is being managed by a member of the church who is also a Bow Street neighbor and a registered architect with experience in integrating accessibility into historic, community-use type projects. He also has done several CPA funded historic projects in other municipalities, including two current projects that are historic churches in Codman Square being funded by the City of Boston's CPA. Much of his work is in the realm of publicly funded projects: [Mills Whitaker Architects](#)

Other relevant credentials among church members: the church's pastor and one of its elders are graduates of Harvard Law School and are well-versed in contract negotiations; and several members are in the building trades with specialties in historic properties. The project will be overseen by a Building Committee with diverse professional experiences.

7. **Budget:** What is the total budget for the project and how will funds be sourced and spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may not be used for maintenance.)

The total estimated project cost is \$150,000, with \$50,000 from the church's reserve funds and \$100,000 requested from the CPAC funding. Itemization of the hard and soft costs are enclosed at the end of the attachments.

8. **Other Funding:** What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.

As noted above, the church will commit 1/3rd of the total project cost from its reserves. No other funding is anticipated.

9. **Maintenance:** If ongoing maintenance is required for your project, how will it be funded?

The annual budgeting process of the church establishes a budget for ongoing facility maintenance and operating costs based on the facility's conditions and needs. This project will not incur any new categories of maintenance expenditures and may reduce annual costs due to replacement of the front foyer restroom piping and fixtures.

10. **Impact on Town Budget:** What, if any, potential secondary effects will your proposed project have on the Town's Operating Budget? Are there any capital projects that rely on the successful completion of your project?

Not applicable

ADDITIONAL INFORMATION: Provide the following additional information, as applicable.

1. **Control of Site:** Documentation that you have control over the site, such as a Purchase and Sales Agreement, option or deed. If the applicant does not have site control, explain what communications have occurred with the bodies that have control and how public benefits will be protected in perpetuity or otherwise.

Covenant Church (Christian Life Fellowship Church, Inc) purchased the property from the Arlington Heights Baptist Church in March 1994. Refer to the attached property card "Sales Information" from the Arlington Assessor and the recorded Quitclaim Deed.

2. **Deed Restrictions:** In order for funding to be distributed, an appropriate deed restriction, meeting the requirements of Chapter 184 of Mass General Laws pursuant to section 12 of the Community Preservation Act, must be filed with the CPAC. Provide a copy of the actual or proposed restrictions that will apply to this project.

Covenant Church's intent for the grant funds is to promote the long-term accessibility of its facilities on Westminister Avenue, and the building is located within a historic district in Arlington, which already requires Covenant Church to maintain the historic distinctiveness of the building. That said, to promote confidence that the CPA funds will be put to good use on a long-term basis and to anticipate any concerns, Covenant Church is willing to enter into a Grant Agreement with the Town of Arlington to safeguard its commitment to the historic nature of the building. While the parties would have to settle on specific language, the Grant Agreement would provide that within a certain number of years from the provision of the Grant, Covenant Church may not (a) alter the parts of the premises supported by the Grant; (b) apply for a variance for external revisions on the building; or (c) sell the premises, without either obtaining the Town's consent or repaying the Grant in full.

3. **Acquisitions:** For acquisition projects, attach appraisals and agreements if available. Attach a copy of the deed.

Not applicable

4. **Feasibility:** Provide a list of all further actions or steps that will be required for completion of the project, such as environmental assessments, zoning approvals, and any other known barriers to moving forward.

A "Certificate of Appropriateness" application and review with the AHDC will be required.

5. **Hazardous Materials:** Provide evidence that the proposed project site is free of hazardous materials or there is a plan for remediation in place.

Since the facility houses an elementary school, an asbestos remediation and monitoring process conforming to AHERA standards has been in place since June 1996 when an "Asbestos Management Plan" was established, followed by three-year inspections and reports to confirm compliance with safety standards.

6. **Permitting:** Provide evidence that the project does not violate any zoning ordinances, covenants, restrictions or other laws or regulations. What permits, if any, are needed for this project? Provide the expected date of receipt for necessary permits, and copies of any permits already acquired.

The building is a pre-existing use (religious and educational) located in an R-1 Residential District. No changes to the building or site require zoning review. The project will conform to current building code and accessibility regulations (see enclosed code narrative). A building permit will be required, and prior to issuance of the permit a "Certificate of Appropriateness" will be required from the AHDC. The permitting process will commence immediately following a successful approval vote at the Annual Town Meeting.

7. **Environmental Concerns:** Identify all known wetlands, floodplains, and/or any natural resource limitation that occur within the boundaries of your submission.

Not applicable

8. **Professional Standards:** Evidence that appropriate professional standards will be followed if construction, restoration, or rehabilitation is proposed. Evidence that the applicant and the project team have the proven or potential capacity to conduct the scope and scale of the proposed project, as evidenced by project leaders with appropriate qualifications and technical experience or access to technical expertise.

The project will follow the "Secretary of the Interiors Standards for the Treatment of Historic Properties" and all project elements visible from a public way will be reviewed by the Arlington Historic Districts Commission. The architect for the project is a resident of Bow Street and has been a member of the church since 2000. A few relevant historic rehabilitation projects by the architect that included accessibility improvements are:

1928 Isaac Harris Cary Memorial Building, Lexington MA (CPA funded)

1897 Roudenbush Community Center, Westford MA (CPA funded)

1835 Paul Revere House Education & Visitor Center, Boston MA

1892 Hancock United Church of Christ, Lexington MA (multiple phases)

1809 Park Street Church, Boston MA (multiple phases)

1848 Old Town Hall, Stow MA (design completed; construction pending CPA)

1813 Old Town Hall, Salem MA (recently selected for historic renovations)

9. **Further Attachments:** Assessor's map showing location of the project.

Assessor's Map (1 page)

Assessor's Property Card (2 pages)

Quitclaim Deed (2 pages)

Building Code Narrative (2 pages)

Letters of Support (13 pages)

Excerpt from CPAC Preliminary Application (12 pages):

Project Description, Photos, Drawings, Budget, & Timeline

Five-Year Community Preservation Act Forecast (New for FY2023)

To help the committee collaborate with other Town funding mechanisms, the committee is looking to build out a five-year revenue and expenditure forecast.

1. Please list likely funding requests to the CPA Committee for FY2024-2027

Project Title	CPA Cat egor y*	Dollar Amount of Request per Fiscal Year			
		F Y 2 0 2 4	F Y 2 0 2 5	F Y 2 0 2 6	F Y 2 0 2 7
<i>None contemplated at this time</i>					

*(Open Space/Recreation, Historic Resources, Community Housing)

REMINDER: Projects financed with CPA funds must comply with all applicable state and municipal requirements, including the state procurement law, which requires special procedures for the selection of products, vendors, services, and consultants. Project sponsors will be required to meet with Arlington's Town Manager before the Town enters into any contracts or issues any purchase orders. However, this requirement can be waived if adherence to procurement procedures will be overseen by a Town Department Head or other MCPPO certified third party.



- Places by Category
- Police Station
 - Fire Station
 - School
 - Library
 - Public Works
 - Tree - Inventory (for Base)
- Poles (For Base Maps - H)
- Traffic Signal Pole
 - Pedestrian Signal Pole
 - Street Light
- Parcels
- Buildings
- Recreation - Facilities
- Recreation - Fields Courts
 - Recreation - Fields Courts
- Open Space: Conservation
- Open Space - Minuteman
- Open Space - Labels
- Open Space
- Town, State, or Private
 - Other Town Owned
- MA Highways
- Interstate
 - US Highway
 - Numbered Routes
- Abutting Towns
- Town Boundary
- Cemetery - Roads
- Road1
 - Road2
 - Road3
 - Road4
- Pavement Markings
- Impervious Surface - For Base
- Street
 - Sidewalk
 - Street Island
 - Driveway
 - Parking Lot
 - Bike Path
- Roads - For Large Scale (F)
- Roads - For Small Scale (F)
- Major Road
 - Local Road
- Master Plan Base Map - M
- Water Line
- Water Body



The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.



UK 243396203

QUITCLAIM DEED

V22 \$

ARLINGTON HEIGHTS BAPTIST CHURCH, a corporation duly organized and existing pursuant to Massachusetts General Laws, Chapter 180.

OF

Arlington, Massachusetts

IN CONSIDERATION OF

****TWO HUNDRED SIXTY THOUSAND (\$260,000.00) DOLLARS****

GRANT TO

CHRISTIAN LIFE FELLOWSHIP CHURCH, INC.

DBA COVENANT CHURCH

OF

9 Westminster Avenue, Arlington, Massachusetts 02174

WITH QUITCLAIM COVENANTS

THE FOLLOWING DESCRIBED PREMISES:

The land with the buildings thereon situated in said Arlington, being shown as lot #19 on a plan of land entitled "Plan of Lands in Arlington belonging to the heirs of Samuel Lewis", Whitman & Breck, Surveyors, dated May 1882, duly recorded with Middlesex South District Deeds, Book of Plans 44, Plan 14, and, according to said plan is more particularly bounded and described as follows:

SOUTHWESTERLY	by Westminster Avenue, eighty (80) feet;
NORTHWESTERLY	by lot #18 on said plan, one hundred fifty (150) feet;
NORTHEASTERLY	by lot #40 on said plan, sixty-one and 85/100 (61.85) feet; and
SOUTHEASTERLY	by a street shown on said plan as forty (40) feet wide (now Park Avenue Extension) one hundred fifty-one and 1/10 (151.1) feet.

25.00

635

ARLINGTON HEIGHTS BAPTIST CHURCH

9 WESTMINSTER AVE.

9 WESTMINSTER AVE.

*** MASS. EXCISE TAX: 1185.60 ***

BK 24339+6204

Containing ten thousand six hundred thirty-nine (10,639) square feet of land.

Subject to and with the benefit of any and all easements and restrictions of record insofar as the same are now in force and applicable.

For title see deed recorded with said Deeds in Book 5282, Page 452.

RONALD A. SANDERSON, Treasurer of the Grantor Church hereby certifies that the Grantor complied with the requirements of Massachusetts General Laws, Chapter 180, Section 8A(c) and gave written notice to the Attorney General of the Commonwealth not less than 30 days before this conveyance, all in accordance with said provision.

In Witness Whereof **ARLINGTON HEIGHTS BAPTIST CHURCH** has caused its corporate seal to be hereto affixed and these presents to be signed in its name and behalf by **RONALD A. SANDERSON**, its Treasurer this 8th day of MARCH, 1994.

**ARLINGTON HEIGHTS BAPTIST
CHURCH**

By Ronald A. Sanderson Treasurer
RONALD A. SANDERSON, its
Treasurer, Duly Authorized

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

Date: MARCH 8, 1994

Then personally appeared the above-named **RONALD A. SANDERSON** and acknowledged the foregoing instrument to be the free act and deed of Arlington Heights Baptist Church and the said **RONALD A. SANDERSON** further made oath as to certification of notice to the Attorney General of the Commonwealth, before me.



[Signature]
Notary Public
My Commission Expires: 7-22-99

COVENANT CHURCH – ACCESSIBILITY IMPROVEMENTS

BUILDING CODE NARRATIVE (CMR Regs. 248, 521, 740)

9 Westminster Avenue / Arlington MA 02474

27 December 2021 / Mills Whitaker Architects LLC

General Information

This project is limited to the provision of an accessible entrance and accessible restroom in an existing historic building. As such, code interpretations for compliance with 780 CMR Ninth Edition commences with Chapter 34 “Existing Buildings” in general, and its revisions to the 2015 International Existing Building Code (IEBC) starting with Chapter 12 “Historic Buildings.”

Accessibility improvements must be performed in compliance with current versions of 521 CMR and restroom upgrades must comply with 248 CMR.

Building Code 780 CMR

780 CMR 34 / 104.2.2.1: The project will have the following minor effects on building systems:

- Structural: the existing exterior wooden stoop landing will be replaced with a raised concrete landing flush with the interior finished floor; the existing porch posts at the entry canopy will be supported on the newly placed concrete.
- Means of Egress: no change to egress conditions other than to replace existing closers on the front pair of entrance doors with automatic operator type closers with interior and exterior actuators for handicap use.
- Fire Protection: existing sprinkler heads in the two front foyer restrooms will be relocated as needed due to the revised configuration of the restrooms.
- Energy Conservation: existing exterior walls and floor joist cavities above the crawl space will be insulated after removal of existing finishes.
- Lighting: existing lighting in the two restrooms will be replaced with LED fixtures and occupancy sensor type wall switches.
- Hazardous Materials: if any concealed asbestos-containing materials are found they will be legally removed and disposed of by a licensed abatement contractor.
- Accessibility: the existing front entrance will be made accessible and one of the two front foyer restrooms will be made accessible. Refer to 521 CMR narrative below.
- Ventilation: mechanical exhaust fans will be added to the two front foyer restrooms.

2015 IEBC / 1203.3: The existing entrance doors are a pair of 30-inch wide out-swinging doors, providing egress for 300 persons (60/.2 per 2015 IBC 1005.3.2), exceeding the occupant load of 215 persons per the 1996 Certificate of Inspection issued by the Arlington Inspector of Buildings. The doors will be outfitted with automatic operators for accessibility.

2015 IEBC / 503.1: The project scope consists of work that qualifies as “Alterations Level 2” since it modifies accessibility and reconfigures two restrooms. As such, work will conform to applicable portions of 2015 IEBC Chapters 7 and 8 (sections noted parenthetically).

Fire Protection: The existing building is equipped throughout with an automatic fire suppression system that will be maintained as part of this project (703 & 804).

Means of Egress: No change to egress other than adding automatic door operators with interior and exterior actuators to existing out-swing public entrance (704 & 805).

Accessibility: Providing accessible entrance and restroom in compliance with 521 CMR since those regulations are applicable to this project (705 & 806).

Structural: The original front posts supporting the entrance canopy will be re-supported at the raised accessible entrance landing foundations (707 & 807).

Electrical: Equipment and wiring in the renovated restrooms will meet the requirements of current codes as required (808).

Mechanical: The renovated restrooms will receive mechanical exhaust systems (809).

Plumbing: There is no change in the occupant load, so two existing restrooms will be replaced with an equivalent number of fixtures (810).

Energy Conservation: The renovated areas will be insulated to meet current code to the extent feasible given the depths of existing framing (708 & 811).

Accessibility Regulations 521 CMR

521 CMR 3/ Jurisdiction: The construction cost estimate is less than \$100,000 when excluding soft costs and contingencies, but ironically the threshold for accessibility compliance with the threshold of 3.3.1.b is the sole intention of the project. Hence, the provision of an accessible entrance and toilet room meets this requirement even if the cost exceeds \$100k. A drinking fountain is not required in the plumbing code for a House of Worship (Use Group A-4) and there is an existing accessible drinking fountain in the school area of the building (Use Group E). There are no public telephones located within the facility.

521 CMR 20/ Entrances: The sole public entrance for the building is the front entrance on the Westminster Avenue façade (25.1). The doorway on the Park Avenue Extension façade is for egress only and for removal of trash and recycling materials. The project intent is to make the public entrance fully accessible by providing an accessible walkway at a running slope of less than 1:20 to the front doors (24.1). This will require raising the exterior landing surface at the entrance to meet the interior finished floor height and adding automatic door operators to the existing pair of 30" wide doors (26.6 Exception).

521 CMR 30 / Public Toilet Rooms: The two single user restrooms in the front foyer will be reconfigured into two gender-neutral restrooms with one being accessible to meet the dimensional requirements of 521 CMR 30. The doorway into the accessible restroom will meet the pull side requirements for a "front approach" per Figure 26d and the push side requirements for a "hinge side approach" with a closer per Figure 26e.

Plumbing Code 248 CMR

248 CMR / 10.10(r): Two existing single use gender-designated restrooms will be converted into two single use gender-neutral restrooms as allowed by the current plumbing code.

END OF CODE NARRATIVE



Neighbors Serving Neighbors

Clarissa Rowe, Acting Chair
Community Preservation Act Committee
730 Massachusetts Avenue
Arlington MA 02476

December 23, 2021

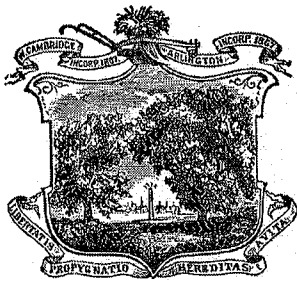
Dear Clarissa,

I'm writing this letter to support Covenant Church's request for funding to provide an accessible entrance and restroom in the 1899 community church building. Covenant Church has regularly collected food donations for Arlington EATS and has recently installed a bin to collect food donations at the top of their stairs that can be accessed by the community. This is not something EATS has been able to do at our current location, so we are grateful to Covenant Church for providing this type of service. Having an accessible entrance would make this service even more fruitful and would provide more food donations to Arlington EATS to share with our neighbors in need.

Sincerely,

A handwritten signature in black ink that reads "Andi Doane".

Andi Doane
Executive Director



ARLINGTON HISTORIC DISTRICT COMMISSIONS

Carol Greeley, Executive Secretary
c/o Department of Planning and Community Development
Town Hall Annex - First Floor
730 Massachusetts Avenue
Arlington, MA 02476

December 24, 2021

Community Preservation Committee
c/o Julie Wayman
Town of Arlington
730 Mass Avenue
Arlington, MA 02476

Re: AHDC Support for Covenant Church CPA Application

Dear Committee Members,

As Chair of the Arlington Historic District Commissions, I have been authorized by a unanimous vote of the Commissioners on Thursday December 16, 2021 to communicate the support of the Covenant Church's application for funding to improve accessibility of its facility located in the Mount Gilboa – Crescent Hill Historic District.

The Commissions recognize that this building is an important contributing structure to the District and, in fact, is one of the "gateway" buildings that welcome visitors to the District. The Commissions applaud and endorse making structure more accessible to the public and based on the preliminary drawings believe that the proposed changes will not compromise the historic character of the building. We note that, once finalized, any exterior changes require a formal application to and approval by the Commission.

Sincerely,


Stephen Makowka
Chair, AHDC

cc: Adam Chapdelaine Town Manager
Don Mills, Mills Whitaker Architects LLC
JoAnn Robinson Chair AHC
Carol Greeley AHDC Executive Secretary
John Worden AHDC Secretary



**Town of Arlington
Office of the Town Manager**

**Adam W. Chapdelaine
Town Manager**

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: townmanager@town.arlington.ma.us
www.arlingtonma.gov

December 22, 2021

Community Preservation Act Committee
730 Massachusetts Avenue
Arlington, MA 02476

Members of the Committee,

I am writing to provide comment in regard to the Covenant Church Accessibility Improvements grant request submitted by the Covenant Church. This grant request is in direct alignment with current goals and programmatic undertakings of various Town departments in regard to the accessibility and inclusivity of public spaces throughout Town.

Thank you in advance for your consideration of this request.

Best,

A handwritten signature in blue ink, appearing to read "Adam Chapdelaine".

Adam Chapdelaine
Town Manager

Clarissa Rowe, Acting Chair
Community Preservation Act Committee
730 Massachusetts Avenue
Arlington MA 02476

December 18, 2021

Dear Ms. Rowe,

I am a Town Meeting member in Precinct 21 and am writing to express my support for Don Mills' proposal for funding to provide an accessible entrance and restroom at Covenant Church, 9 Westminster Ave in Arlington.

Sincerely,

A handwritten signature in black ink, appearing to read "Jordan Weinstein". The signature is fluid and cursive, with a large, stylized initial "J".

Jordan Weinstein
23 Lennon Rd.
Arlington, MA 02474
617-290-1747

Janice A. Weber
29 Crescent Hill Avenue
Arlington, Massachusetts, 02474-2501
email: jawdbw@yahoo.com

To: Clarissa Rowe, Acting Chair
Community Preservation Act Committee
730 Massachusetts Avenue
Arlington, Massachusetts, 02476-4908

Ms. Rowe

I approve of the renovations of the Covenant Church funding through the CPA Committee as brought forth by Mr. Don Mills.

Sincerely,

Janice A. Weber

Janice A. Weber
Town Meeting Member/Precinct 21

Brian Emmet
7 Bluffwood Avenue
Chapel Hill, NC 27516

Clarissa Rowe, Acting Chair
Community Preservation Act Committee
730 Massachusetts Avenue
Arlington MA 02476

December 21, 2021

Dear Ms. Rowe:

I am writing in enthusiastic support of Covenant Church's application for CPA funds to address accessibility issues at its property at 9 Westminster Avenue.

I lived in Arlington Heights from 1985 until 2018, and served this church as pastor from 1996 until my retirement in 2018. As a regular walker, I am intimately familiar with the many changes the Town has undergone in the past thirty years, with a special focus on the Downing Square/Mount Gilboa neighborhood. I've regularly walked sections of the Minuteman Bikeway from Alewife to Lexington, and had my car serviced by Paul's Getty station, shopped Peter Pan, and gotten my hair cut, all in Downing Square.

For this neighborhood to have access to the kind of meeting space that Covenant Church wants to create through CPA funding strikes me as a tremendous benefit to the immediate neighborhood and wider Town. It would make this historic building into an even-more valuable community resource, especially in view of the church's historic commitment to love and serve our neighbors and neighborhoods.

I urge the support and approval of the church's application.

Sincerely,



Brian Emmet

December 26, 2021

Clarissa Rowe Acting Chair
Community Preservation Act Committee
730 Massachusetts Avenue
Arlington, MA 02476

Dear Clarissa,

Covenant Church is a vibrant part of everyday life in Downing Square. The happy sounds of children playing are there every school day. The flowers blooming throughout the growing season attest to the vibrancy of this very active corner in Arlington.

As I work in the garden each week, I often interact with the neighbors walking along the sidewalks there. I am thanked over and over again as many people appreciate the work done to make the garden a little taste of nature at this busy intersection. As the lead gardener of our garden ministry team I am often asked for advice from those who see the thriving garden about how to improve their gardens at home.

I am in support of the proposed accessibility project as it will continue to allow Covenant Church to better serve Arlington residents. Beauty should be accessible both outside and in. Many more will be able to come to our building as we provide accessibility.

Sincerely yours,

Nancy Utter Lead Gardener at Covenant Church
35 Alton Street
Arlington, MA 02474



Housing Corporation of Arlington

252 Massachusetts Avenue, Office, Arlington, MA 02474

tel: 781.859.5294

fax: 781.859.5632

info@housingcorporationarlington.org

www.housingcorporationarlington.org

Clarissa Rowe, Acting Chair
Community Preservation Act Committee
730 Massachusetts Avenue
Arlington MA 02476

From: HCA Board

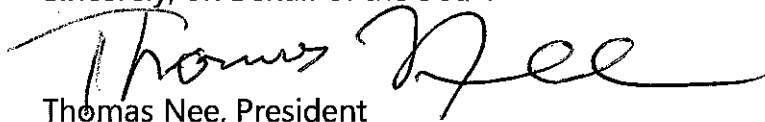
Dear Clarissa,

We, as the Board of Directors of the Housing Corporation of Arlington, are writing in support of the Covenant Church and their application for CPA funding assistance for an accessible entrance and accessible restroom.

As you know, HCA recently held an event to celebrate the opening of our new buildings across the street from the church. We were so grateful that the Church reached out to us to ask if they could assist. Being able to have our speakers in the church, instead of the outside in the cold, was wonderful. The Church's warmth and hospitality was well appreciated.

Collaborating with Pastor Zack Phillips on staging the event was a joy. We can see other groups wanting to work with the Church in the future and the church being a central part of that community. But having the event inside the church also made it evident that there is a *significant* need for improvements to make the church more accessible to anyone with mobility issues. Funding assistance from the CPAC could make that happen. Thank you for your consideration.

Sincerely, on behalf of the Board



Thomas Nee, President

Neal Mongold, Vice President	Jonathan Wallach, Treasurer	Deirdre Westcott, Clerk
Jan Blodgett, Member	Jack Cooper, Member	Matthew Pierce, Member
Frank Tadley, Member	Manuel Bolivar, Member	Abhidnya Kurve, Member

Housing. Community. Affordability.



Housing Corporation of Arlington

Clarissa Rowe, Acting Chair
Community Preservation Act Committee
730 Massachusetts Avenue
Arlington MA 02476

Attn: Clarissa Rowe

To The Acting Chair,

I am writing on behalf of the Covenant Church and their application for CPAC funding assistance for an accessible entrance and accessible restroom.

Housing Corporation of Arlington (HCA) recently held an event at our new buildings across the street and the Church reached out to us to assist in any way they could. Straight away it was clear that having our speakers at the Church was preferable to being outside and the Church's warmth and hospitality was well appreciated.

Understanding their need for an accessible entrance and restroom was evident. Collaborating with Pastor Zack Phillips on staging the event was a joy. I can see other groups would want to work with the Church in the future.

Funding assistance from the CPAC could make that happen. Thank you for your consideration.

Sincerely,

Frank Tadley
Board Member, HCA
260 Massachusetts Ave. #8
Arlington, MA 02474
(781)799-2285

Clarissa Rowe, Acting Chair
Community Preservation Act Committee
730 Massachusetts Avenue
Arlington MA 02476

December 17, 2021

Dear Ms. Rowe,

I am writing in support of Covenant Church of Arlington's application for a grant to increase handicap accessibility to the building located at 9 Westminster Avenue.

I currently serve as the Executive Director of New Covenant School, Inc., an independent 501 ©(3), preschool through Grade 5 day school, founded by members of Covenant Church and approved as a private school system by Arlington in 1985. The school's central office and elementary program is housed at 9 Westminster Ave. Currently, the school serves approximately 60 elementary students and their respective families from Arlington and the surrounding areas. The building's lack of handicap access has posed certain challenges over the years to accommodate children with physical limitations or injuries and members of their families. The school fully welcomes the opportunity to have increased accessibility to support the community we serve. Creating handicap accessibility will allow NCS opportunities to open our doors to more children and offer continued hospitality and service to our neighbors. NCS has a strong history and commitment to service learning and has partnered with many organizations in Arlington and the surrounding area. Increased handicap accessibility will certainly support our students and their meaningful work within the community.

Please do not hesitate to contact me if I can be of further assistance in this matter.

Best regards,



Victoria Landers, J.D.

Executive Director



A Christian day school for Preschool – Grade 5

December 16, 2021

Clarissa Rowe, Acting Chair
Community Preservation Act Committee
730 Massachusetts Avenue
Arlington MA 02476

Dear Ms. Rowe:

New Covenant School, founded by Covenant Church in 1985, moved into our current facilities at 9 Westminster with the church in 1996. My involvement with the school has been as parent, teacher, principal, and currently as spiritual director. The school has worked hard to develop relationships within the Arlington community that are mutually beneficial. Here are just some of the ways in which the school has tried to serve Arlington:

- We have had a strong relationship with Sunrise Assisted Living of Arlington for the past 20 years. Ten different groups of students have interviewed and written the life stories of some of the residents. We have performed concerts and plays, shared student work, played board games, and have an ongoing commitment to serving the residents there. We would love to invite some of our Sunrise Assisted Living friends to our building, but many of them would not be able to navigate the steep steps.
- Teachers met with members of the Mill Brook Linear Park Study Group to understand the vision for the park. The students studied the report and made a presentation to our community to gather support.
- One of our classes worked with the Recycling/Trash Department to increase the recycling in the building and create a composting program.
- Another class worked with the Trees and Parks Department to care for newly planted trees on Westminster Ave and create a brochure and posters that were displayed at the Arlington Library educating residents about the emerald ash borer, a dangerous invader of ash trees.
- We've worked with the Conservation Department to pick up litter and to weed out invasive species on Mount Gilboa.

As a school in the Arlington Community, we strongly support the efforts of Covenant Church to become more handicap accessible. As a school housed in the building, it would only increase our own ability to serve our students and extended community.

Sincerely,

Joanna Levy, Spiritual Director

Main Office & Elementary Campus: 9 Westminster Avenue, Arlington, MA 02474

Preschool Campus: 480 Lowell Street, Lexington, MA 02420

781-643-5511 | newcovschool.org



12/18/2021

Clarissa Rowe

Acting Chair

Community Preservation Act Committee

730 Massachusetts Ave.

Arlington MA 02476

The Covenant School, faculty, students and their family members have been highly instrumental in providing intergenerational support to our residents here at Sunrise Assisted Living of Arlington over the past fourteen years. They have provided our residents with Bible Study in our Community led by their Church members, caroling during the Holiday Season by the entire Church; students, faculty members and families leading our residents in Holiday sing-a-longs bringing the spirit of the season with their generosity of song and good will.

They volunteered in our Community with Biography Groups where students paired with our residents to conduct in-depth interviews over a period of months in order to present them in book form the "Legacy of Their Lives", which is a priceless gift of family history that has been passed down from generations to live on in their families. The bonds created by these students, teachers and family members lasted well after the school year ended with students and their family members visiting the residents on holiday occasions and bringing cards and flowers on their Birthdays. Gifts of genuine love and support which cannot be measured in monetary standards.

On behalf of myself and the residents here at Sunrise of Arlington we wish that you approve their grant application as they have served our senior community with love and dedication over the years.

Sincerely,

A handwritten signature in dark ink, appearing to read "Mary M. Morgan", with a long horizontal flourish extending to the right.

Mary M. Morgan

Activity & Volunteer Coordinator



12/21/21

Clarissa Rowe, Acting Chair
Community Preservation Act Committee
730 Massachusetts Avenue
Arlington MA 02476

Dear Ms. Rowe,

I, Spadley Jean-Calixte, the Director of Recreational Therapy at Vero Health & Rehab of Watertown, am writing on behalf of Covenant Church at 9 Westminster Avenue in Arlington to express support for their application for CPAC funds. Their goal is to help provide an accessible entrance and accessible restroom in their 1899 building.

Zack Phillips, who is the pastor of Covenant Church along with a few members of the church have been conducting Bible study for the residents at Vero Health & Rehab of Watertown every Thursday at 11 AM for the past couple of years. The residents appreciate Zack and his crew very much.

The CPAC funds will make them a more welcoming facility. Also, it will give them the ability to invite people with disabilities while maintaining their dignity in the process.

If you have any questions, I can be reached at (617) 924-1130 Ext. 35

Sincerely,

Spadley Jean-Calixte

Brief Project Description and Rationale (from Pre-Application)

Covenant Church was originally constructed as the Arlington Heights Baptist Church in 1899. Located prominently in Downing Square, this facility serves as a gateway into the Mount Gilboa / Crescent Hill Historic District. This neighborhood church represented the "solidification of the growing community in the western part of Arlington" as noted in the inventory form on file in the Massachusetts Cultural Resource Information System database (MACRIS Arl.139). Designed in the Queen Anne style, it was raised up one story in 1909 when a new first floor level was constructed and, in 1954 during the post-World War II baby boom era, a three-story classroom addition was built on the north side of the church structure into the hillside.

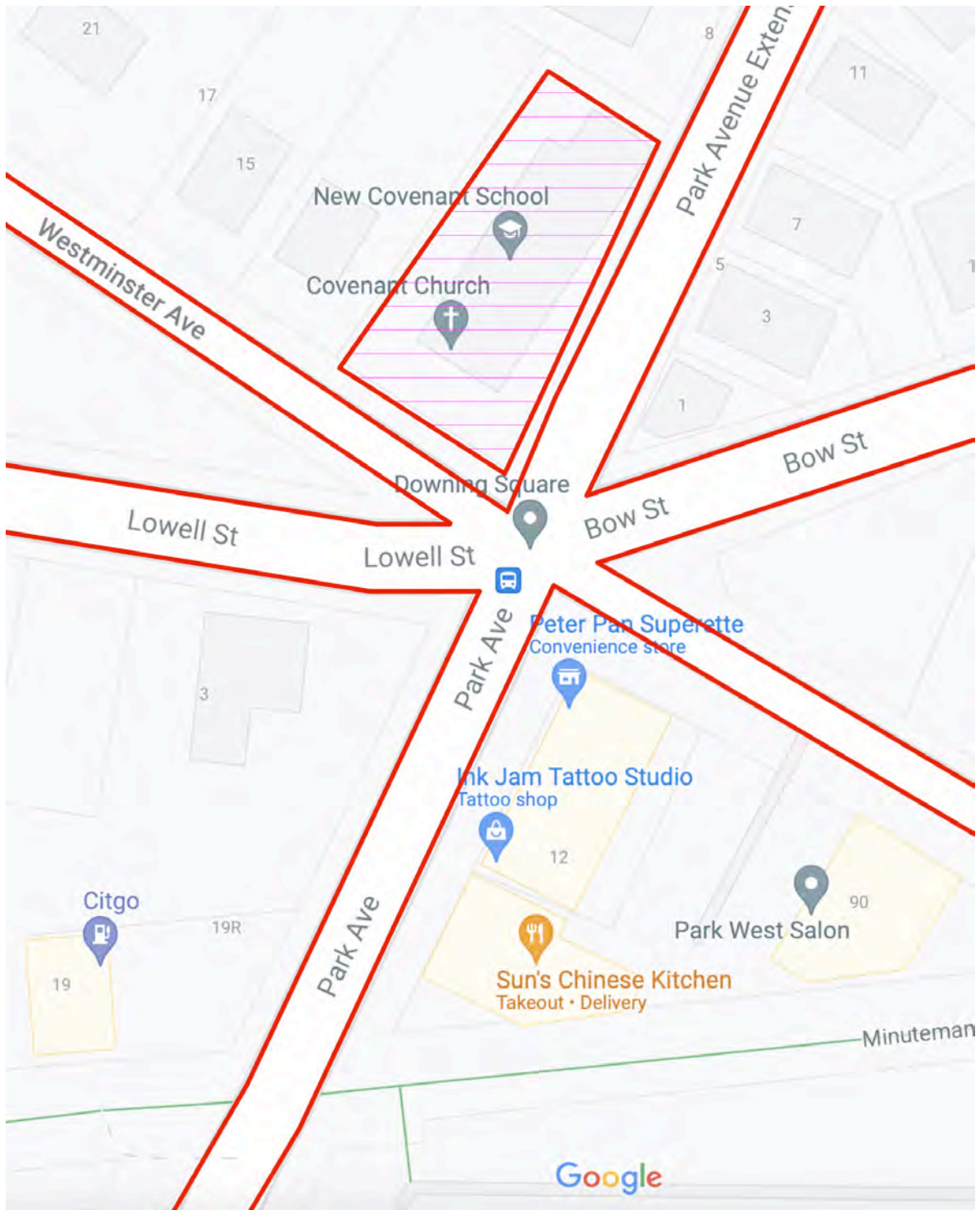
In keeping with guidelines in the "Secretary of the Interior's Standards for the Treatment of Historic Properties," this facility has retained its original use as a church, assuring the preservation of its character. The Arlington Heights Baptist Church sold the building to Covenant Church in 1994. Covenant Church was established in 1975 by a group of Harvard graduates who decided to stay in touch and raise their families together in the area. They founded an elementary school in 1985, and both uses have been in this facility since purchasing it from the original congregation. A vibrant center of faith and education, the church serves families and individuals within Arlington and the surrounding towns.

The proposed project seeks CPA funds to assist with the provision of an accessible entrance and restroom in the facility. Built into the foot of Mount Gilboa, the steeply sloping site has a significant grade change from Westminster Avenue up to the front entrance. Similarly, the uphill grade of Park Avenue Extension and its narrow two-lane roadway does not allow any space for parking or for an accessible drop-off space. Currently, mobility-challenged visitors walk up the sidewalk along Park Avenue Extension and circle back to the front entrance. The project proposes to provide an accessible route to the front doors via the Park Avenue Extension sidewalk. Additionally, the two restrooms in the front lobby of the facility will be reconfigured into two gender-neutral restrooms, one of which will be accessible.

These proposed alterations are in keeping with allowable spending in the "Historic Resources" category for CPA funding. This project will provide improvements in compliance with the Massachusetts Architectural Access Board regulations (521 CMR) while preserving important character-defining features. This project will help the church better serve those with mobility difficulties in the church, school, and community. This will also provide more adequate facilities to serve our adjacent neighbors at Sunrise Assisted Living and the two Downing Square projects recently completed by the Arlington Housing Corporation.

The following supplemental information is attached for illustrating the project:

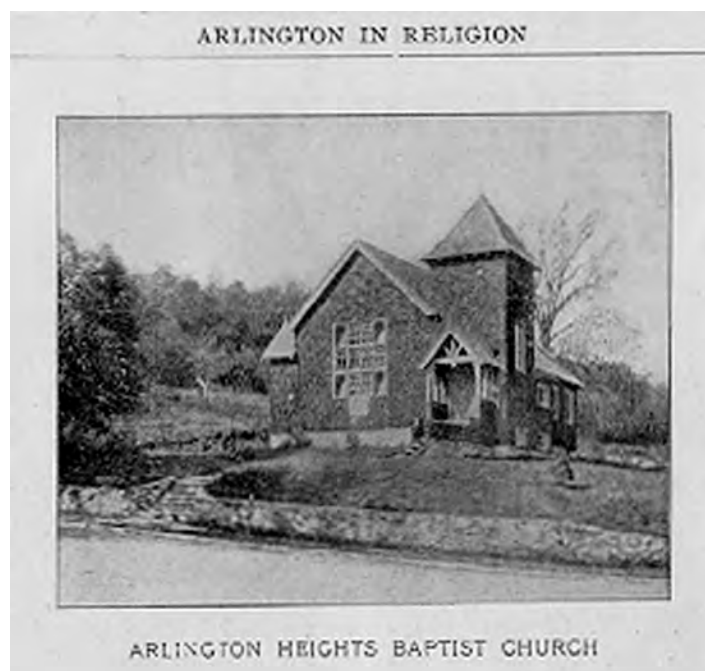
- Locus Plan
- Historic Photos
- Photos of Existing Conditions
- Plan Drawings of Proposed Work
- Proposed Budget and Timeline



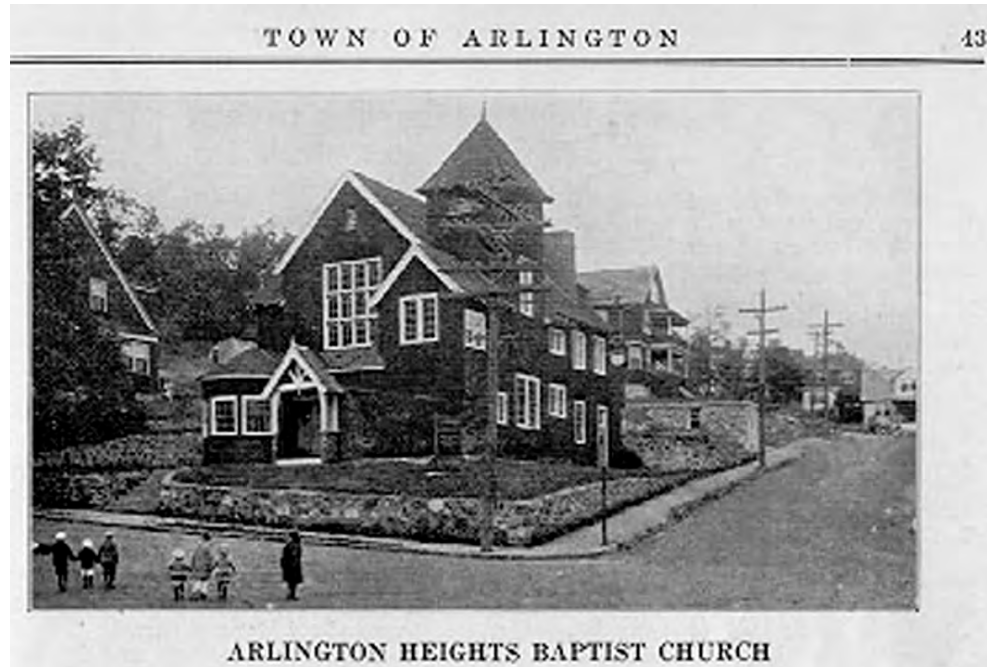
Locus Plan of Site at NW Corner of Dudley Square



Undated Postcard of 1899 Original Building; Image Was Also Published in Dec. 30, 1899 Arlington Enterprise
Source: Robbins Library Historical Collection



Circa 1907 Photograph from "Arlington in Religion" Section of the Official Souvenir Program of the Centennial Anniversary of the Town of Arlington 1807-1907 / Source: Robbins Library Historical Collection



Circa 1925 Photograph from The One Hundred and Fiftieth Anniversary of the Town of Arlington's Part in That Memorable Struggle of April 19, 1775 / Source: Robbins Library Historical Collection



*Current Photograph of Covenant Church from Intersection
Source: Mills Whitaker Architects*

210917-IMG_9994.JPG



Principal Facade with Stairs Up from Westminster Avenue to Entrance Doors

210917-IMG_9995.JPG



Free Standing Sign in Front Garden

210917-IMG_9997.JPG



Looking Up Westminster Avenue from SE Corner of Site

210917-IMG_9996.JPG



Looking Up Park Avenue Extension from SE Corner of Site

210917-IMG_9998.JPG



*Exit Door from Core Stairway at Connection of
1954 Classroom Addition at Right
to Original Church at Left*

210917-IMG_9999.JPG



*Looking Down Park Ave Extension Sidewalk and
Site Walkway Toward Front Entrance*

210917-IMG_10001.JPG



*Continuation of Site Walkway Toward Front Entrance;
Areaway Stairs Down to Boiler Room at Right*

210917-IMG_10002.JPG



*Curving Walkway at SW Corner of Church Building
Bordered by Low Stone Wall on South Side*

210917-IMG_10003.JPG



*Continuation of Walkway at South Side of Church Building
Bordered by Low Stone Wall at Left*

210917-IMG_10004.JPG



*Front Door with Elevated Wood Landing and
Step Up at Threshold to Interior*

210917-IMG_10006.JPG



*Looking Northeast from Front Area Toward
Main Entrance and Park Ave walkway beyond*

210917-IMG_10008.JPG



*Looking Down Main Stairs Toward Downing Square;
Corner Portion of Arlington Housing Corporation's
New Unit at SW Corner of Park Ave & Lowell Street*

210917-IMG_10011.JPG



Stairs in Front Foyer Leading Up to Sanctuary Level at Second Floor; Restrooms Beyond to Left of Stair

210917-IMG_10012.JPG



Single User's Men's Room at Left & Women's Room at Right

211014-IMG_0110.JPG

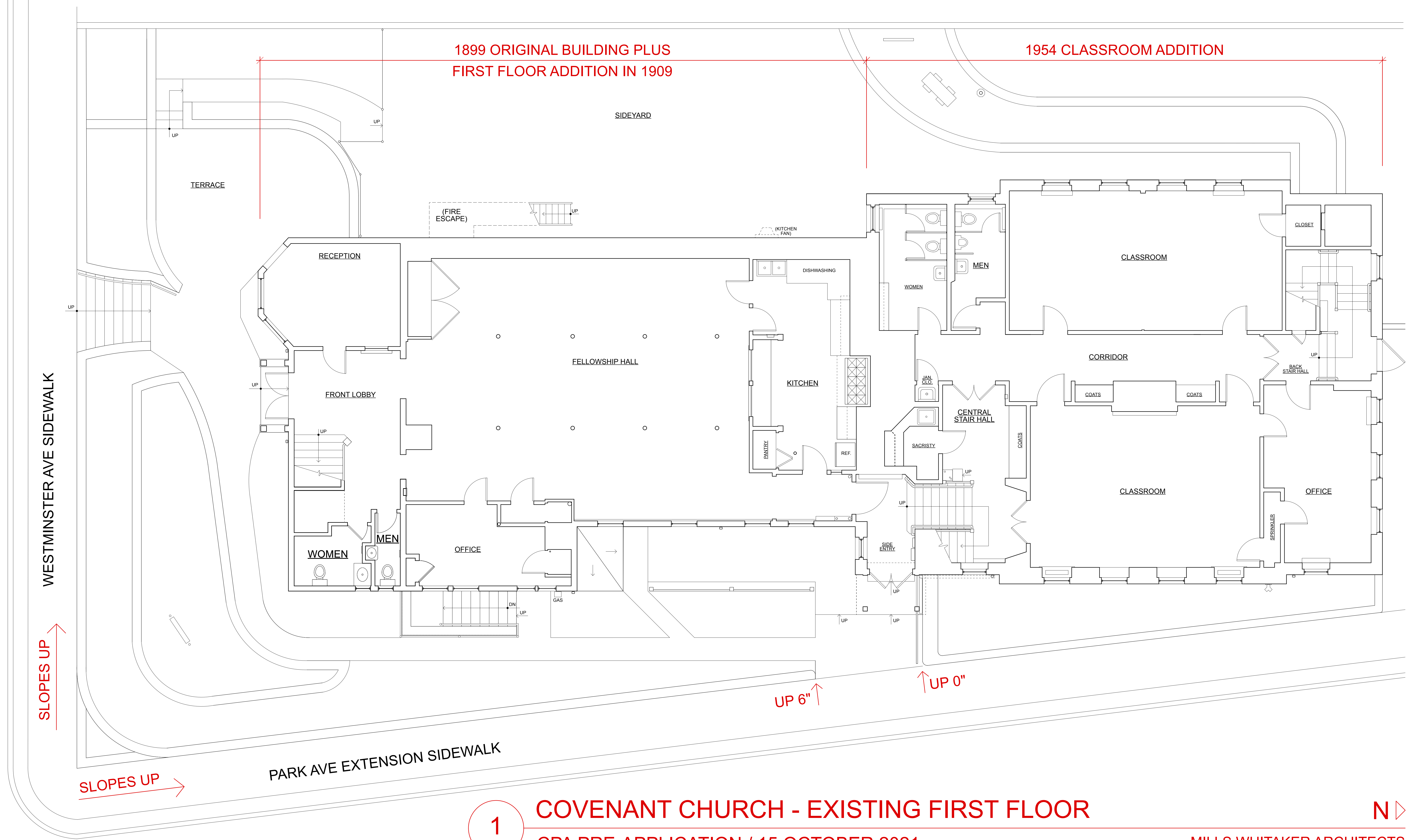


Existing Men's Restroom

211014-IMG_0111.JPG



Existing Women's Restroom



1899 ORIGINAL BUILDING PLUS
FIRST FLOOR ADDITION IN 1909

1954 CLASSROOM ADDITION

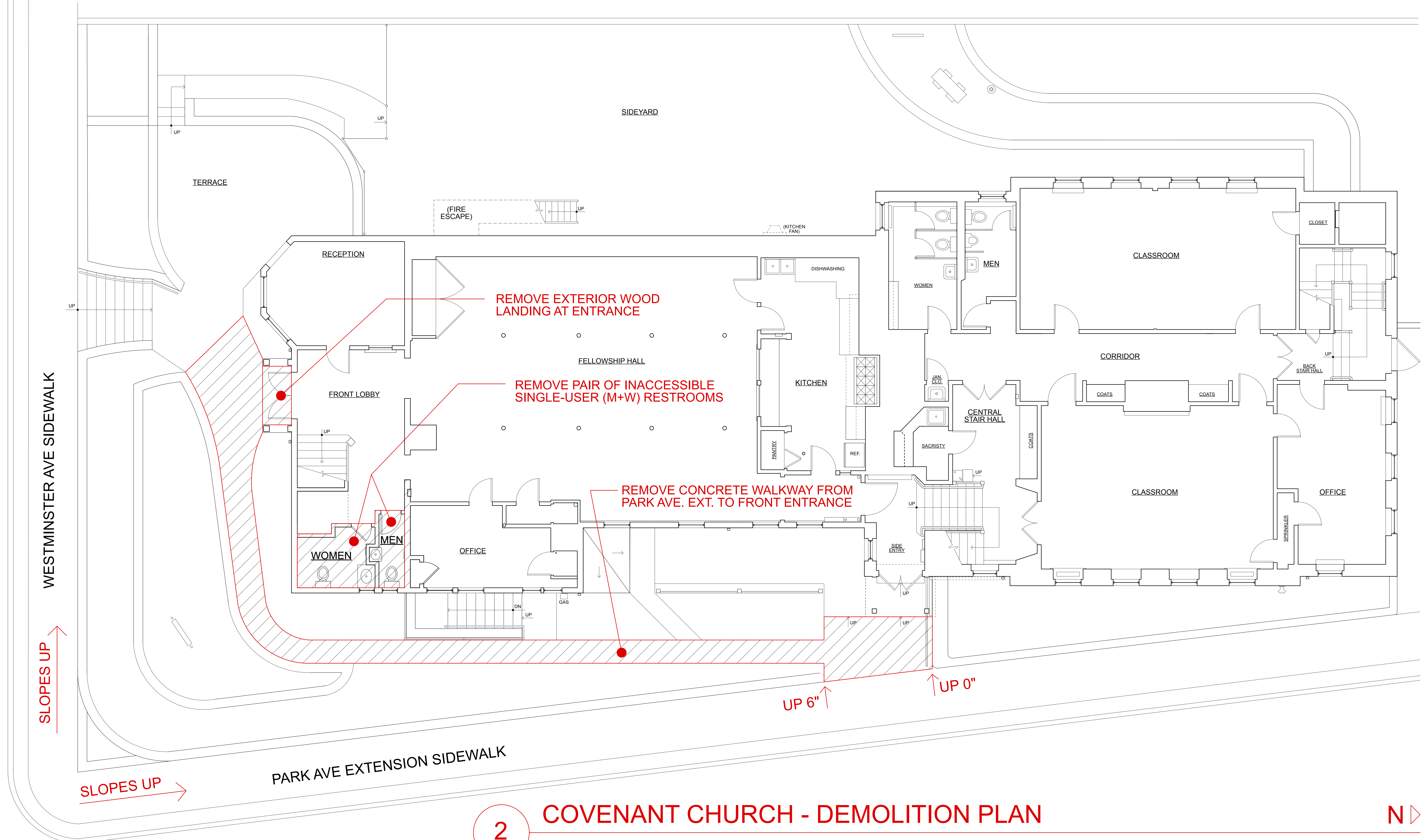
1

COVENANT CHURCH - EXISTING FIRST FLOOR

CPA PRE-APPLICATION / 15 OCTOBER 2021



MILLS WHITAKER ARCHITECTS





COVENANT CHURCH - ACCESSIBILITY IMPROVEMENTS

9 Westminister Avenue / Arlington MA 02476

Mills Whitaker Architects LLC / 15 October 2021

Summary of Proposed Project:

- 1) Provide accessible exterior route and make front entrance fully accessible.
- 2) Modify lobby restrooms so that both are gender-neutral and one is accessible.

WORK ITEMS	BUDGET	DESCRIPTION
EXTERIOR WORK		
Grading/Paving	\$25,000	Sitewalk Demolition, Regrading, Pavement & Steps
Masonry Walls	\$10,000	Stone Caps to Adjust Height of Low Wall to Follow Grade
Railings/Guards	\$10,000	Stair Railings from Wesminster; Improve Areaway Guard
INTERIOR WORK		
Entry Door Hdwre	\$10,000	Automatic Door Operator for Pair of 30" Doors
Front Restrooms	\$35,000	Gut Renovation of Lobby Restrooms for Accessibility
SOFT COSTS		
Arch/Engr/Survey	\$30,000	Architect, Civil Engr, Mechanical Engr, Surveyor
Misc Expenses	\$5,000	Bidding & Project Expenses
Est. Contingency	\$25,000	20% Estimating Contingency at Conceptual Level
PRELIM. BUDGET	\$150,000	\$50k Covenant Church + \$100k Arlington CPAC

OUTLINE SCHEDULE	SUMMARY DESCRIPTION OF PROJECT COMPONENTS
Oct 2021	Submit Preliminary Application for Consideration
Dec 2021	Submit Final Application to CPAC if Eligible for Funding
Jan 2022	Present Project Application to CPAC for Public Review
Feb 2022	CPAC Decision if Recommending to Town Meeting
Mar 2022	CPAC Finalizes List of Recommended Projects
Apr 2022	Annual Town Meeting Starts
May - Jun 2022	Start Covenant Funded Portion: Design, Permits, Bidding
July 2022	Commence CPA Funded Portion for Project Construction
Sept 2022	Target Date for Project Completion



Town of Arlington
Department of Health and Human Services
Arlington Disability Commission
27 Maple Street
Arlington, MA 02476

Tel: (781) 316-3250
Fax: (781) 316-3175

Covenant Church CPAC Application Support via email to: donmills@millswhitaker.com
January 31, 2022

Clarissa Rowe, Acting Chair
Community Preservation Act Committee
730 Massachusetts Avenue
Arlington MA 02476

Re: Covenant Church CPAC Application Support Letter Request

Dear Acting Chair Rowe,

Don Mills attended the January 2022 Arlington Disability Commission meeting, and provided the commission with the additional information and details needed regarding the above referenced CPAC application. The Commission supports the application, as funding would allow the building to be a more welcoming facility, to all community members.

The Covenant Church is a facet in Arlington that contributes to the civic, cultural and spiritual fabric of the Town. The church has hosted Town events and interfaith gatherings, in addition to a variety of public meetings. Unfortunately, not all community members have been able to participate in such events and programs as the building itself is a barrier to access for some.

The Arlington Disability Commission supports the Covenant Church's request for funding that would provide the means for necessary renovations to make the building more accessible, by improving the entrance and restroom. With the improvements, community members of all ages and abilities will have the opportunity to partake in all that the Covenant Church has to offer.

Please contact us if you have any questions or concerns.

Thank you for your work on behalf of the disability community.

Sincerely,

Grace Carpenter, Disability Commission Co-Chair
Paul Raia, Disability Commission Co-Chair
Paul Parravano, Disability Commission Co-Chair

Cc: Building Inspector, Arlington (via email to mciampa@town.arlington.ma.us)

FY23 Community Preservation Act Budget

Project Title	Applicant(s)	Application	Budget	CPA Category	Purpose
Community Housing					
Menotomy Manor Window Replacement Project	Arlington Housing Authority	\$ 600,000	\$ 6,000,000	Community Housing	Preservation
Leasing Differential	Somerville Homeless Coalition	\$ 16,290	\$ 582,678	Community Housing	Support
Arlington Affordable Housing Trust Fund	Department of Planning and Community Development	\$ 250,000	\$ 250,000	Community Housing	Support
Electrical Work at AHA Properties	Arlington Housing Authority	\$ 200,000		Community Housing	Preservation
	Community Housing Subtotal	\$ 1,066,290	\$ 6,832,678		
Open Space/Recreation					
Hurd Field Renovation Phase II	Arlington Rec Dept.	\$ 664,244	\$ 664,244	Open Space/Recreation	Rehabilitation and Restoration
Robbins Farm Playground	Arlington Rec Dept.	\$ 997,993	\$ 997,993	Open Space/Recreation	Rehabilitation and Restoration
Mt Gilboa Feasibility Study	Arlington Conservation Commission	\$ 57,000	\$ 57,000	Open Space/Recreation	Preservation
Cooke's Hollow Restoration and Rehabilitation	Conservation Land Steward	\$ 70,000	\$ 70,000	Open Space/Recreation	Rehabilitation and Restoration
	Open Space/Recreation Subtotal	\$ 1,789,237	\$ 1,789,237		
Historic Preservation					
Jarvis House Preservation and Restoration	Town of Arlington Legal Department	\$ 190,000	\$ 145,000	Historic Preservation	Rehabilitation and Restoration
Dallin Museum Collections Preservation and Rehousing	Cyrus E. Dallin Art Museum, Inc.	\$ 31,785	\$ 31,785	Historic Preservation	Preservation
Jason Russell House, Preservation Continued	Arlington Historical Society	\$ 150,816	\$ 187,934	Historic Preservation	Preservation
Covenant Church Accessibility Improvements	Christian Life Fellowship, Inc. (AKA Covenant Church)	\$ 100,000	\$ 150,000	Historic Preservation	Rehabilitation and Restoration
Old Schwamb Mill's Barn, Preservation of North and West Sides	Schwamb Mill Preservation Trust, Inc.	\$ 20,000	\$ 20,000	Historic Preservation	Preservation
Historic Planning Records Preservation	Department of Planning and Community Development	\$ 25,000	\$ 25,000	Historic Preservation	Preservation
	Historic Preservation Subtotal	\$ 517,601	\$ 559,719		
	Subtotal, FY23 CPA Applications	\$ 3,373,128	\$ 9,181,634		
	CPAC Administrative Expenses Account	\$ 68,496	\$ 68,496		
	Grand Total	\$ 3,441,624	\$ 9,250,130		

FY2023 Estimated Available Funds for Appropriation

Total Town CPA tax revenue estimate for FY23	\$ 1,845,000	Same as FY22 tax revenue estimate as our tax collections have been under our estimates for FY21 and likely for FY22
FY23 Estimated State Match	\$ 645,750	State Match, 35% of 2022 CPA estimate
FY22 Actual State match (\$700,825) - FY22 Estimated State Match (\$318,600)	\$ 382,225	
Additional FY22 State Match	\$ 79,561	
Anticipated End of FY22 CPA Fund Balance	\$ 312,661	
Community Housing Reserve	\$ 337,339	Original \$500K- FY22 Community Housing Projects \$162,661
Total CPA Estimate Available for Distribution	\$ 3,602,536	



**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

50 Pleasant Street
Arlington, MA 02476
Phone: 781.316.3150
Fax: 781.316.3159
E-mail: dheim@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Community Preservation Act Committee
Cc: James Feeney, Deputy Town Manager
Date: December 1, 2021
Re: Considerations for Church Preservation Projects

Executive Summary

Members of the Community Preservation Act Committee ("CPAC"), I write at the request of the Chair to outline the process and criteria for evaluating CPA applications from houses of worship, more specifically, the application of the Covenant Church (Christian Life Fellowship, Inc) relative to the historic church located at 9 Westminster Avenue in Arlington. In brief, CPA funds (as well other forms of grants) can and have been expended on the preservation of many historic houses of worship throughout the Commonwealth, which are often central to the historic and cultural landscape of New England cities and towns. However, extra care must be exercised in the form of a three (3) factor test to avoid tipping into impermissible aid of religious institutions. Use of CPA funds for such purposes, as outlined further below, can be highly fact-specific. In the opinion of this Office, CPAC has sufficient information to proceed to its next round of examining the application before you if it is so inclined. However, both CPAC and the applicant are encouraged to examine the application for preservation and restoration of

with an eye towards offering the most community benefit with the least amount of entanglement in religious practice or uses, which may require further detail and/or modifications to the application.

The “Anti-Aid” Amendment

Article XVIII of the Amendments to the Massachusetts Constitution, Section 2 provides in relevant part as follows:¹

No grant, appropriation or use of public money or property or loan of credit shall be made or authorized by the Commonwealth or any political subdivision thereof for the purpose of founding, maintaining or aiding any . . . charitable or religious undertaking which is not publicly owned.

Subsequent analysis and interpretation by the Massachusetts Supreme Judicial Court, especially in the decisions of *Trinity Lutheran Church of Columbia, Inc. v. Comer*, 137 S. Ct. 2012 (2017) and *Caplan v. Town of Acton*, 479 Mass. 69 (2018) however confirmed that “maintaining” or “aiding” are relative terms, especially where the wider, secular public derives a benefit from use of government funds for a religiously-adjacent purpose. As articulated by the SJC in *Caplan*,

We do not interpret the Massachusetts anti-aid amendment to impose a categorical ban on the grant of public funds to a church ‘solely because it is a church.’ Rather, under our three-factor test, whether a church can receive such a grant depends on the grant’s purpose and effect, and the risk that its award might trigger the risks that prompted the passage of the anti-aid amendment.

Caplan v. Acton, 479 Mass. 69 at 84-85, 92. In affirming that there is not a categorical prohibition on use of CPA funds on historic preservation of houses of worship, the *Caplan* Court went so far to note that public funds could be used to provide a safer playground surface for a church preschool, provide state assistance for transportation to private schools, or to contract

¹ It may be helpful to the CPAC and public to briefly recite the context and history of the Amendment. In very short form, the Commonwealth’s original Declaration of Rights explicitly allowed aid to religious organizations, specifically for Protestant religious education. In the century that followed, legislators and leaders in the Commonwealth feared growing sectarian tension. Coupled with strong anti-immigrant and anti-Catholic sentiment, the “Know-Nothing Party” championed the 1855 Anti-Aid Amendment primarily as a means of maintaining control over school curriculum, which at such time featured Protestant religious instruction. In 1917, the Amendment was effectively replaced with its current iteration, which while improved on its face, remained deeply rooted in Catholic-Protestant tension rather than a spirit akin to the First Amendment to the United States Constitution.

with religious institutions providing a specific service in the public's interest. The individual facts and circumstances of each scenario are important to develop for the record and to define the parameters of a grant.

In the context presented here, the Court's interpretation is also consistent with several long-standing practices both with respect to CPA funds and other state and federal grant programs relative to houses of worship – grants may be awarded for the general purpose of historic preservation.² The most clear cut examples are those like the “Old North Church” in Boston, which is both a historic site supported by a variety of public and private funding sources, and an active house of worship.

Three-Factor Test for Examining and Refining CPA Applications

The three-factor” test for examining a grant to a religious institution looks to the following:

1. Purpose – grants that are ‘for the purposes of founding, maintaining or aiding a church will trigger additional scrutiny;
2. Substantiality – the primary effect of a grant should not be to “substantially aid” a church;
3. Risks - grants must avoid the risks of improper entanglement with houses of worship, threaten civic harmony or infringe “liberty of conscience.”

Caplan at 87-90.

Practically speaking, satisfying the test means that the CPAC should be able to make specific findings with respect to each of the foregoing. For example, an application for historic preservation of a house of worship should be supported by evidence of the house of worship's historical and architectural significance. A listing on the Town's inventory of historic properties and/or on the Massachusetts Cultural Resource Information System registry of historic properties is highly probative of the public value of investing funds in the preservation and/or restoration of a building used for religious purposes.

² In this vein, as early as 2007, the Department of Revenue confirmed that historic preservation of private property did not in its opinion violate the Anti-Aid Amendment.

Similarly, the CPAC should make findings with respect to the “substantiality” of its grants relative to a house of worship. Both the Applicant and CPAC should be able to articulate why the work to be performed with a CPAC grant is not substantial aid to a religious mission. A clear violation of Anti-Aid would be paying clergy salary, providing for vestments, or architectural work for the primary purpose of providing new confessionals. Unfortunately, such lines are often harder to draw in the context of historic preservation because the building itself is clearly a forum for religious activities. Turning back to the Old North Church example, the specific facts surrounding such a site, likely proffers specific reasons why its church pews or its crypt have historic significance to a broader audience than religious participants, but such evidence may not be as readily available in every instance involving a house of worship. In other contexts, preservation may be limited to exterior work, a church bell, or preservation of meeting space that once housed local town meetings.

Finally, with respect to risk of entanglement, similar findings should be made so as to ensure that the mission of the government (here CPAC) and the mission of a religious organization are not excessively intertwined. It is important to note that religious organizations and government have long held common areas of interest. The Anti-Aid Amendment should not be construed to prevent the government from working in areas of overlap such as services for persons in need. In the case of grant funds of this nature, CPAC is unlikely to intertwine or entangle itself with a church operation or religious activity beyond the scope of specific preservation or restoration. As such, the most likely concern to document is the treatment of religious iconography – restoration of stained-glass windows for example – which should be subject to substantial additional scrutiny.

9 Westminster Application

Applied to the application before the CPAC, a major goal of the project is a public safety concern (as contemplated by the SJC relative to a play service for a day care) relative to accessibility. Indeed, while the example pre-dates the *Caplan* decision, in 2010 the Town of Westford approved the use of CPA funds specifically for accessibility improvements in their historic First Parish Church (alongside funding for an archiving project in recognition of the historic role churches played in town history). In that matter, the Westford CPAC noted activities which were open to the wider public. Here, you are presented with a similarly historic building

and site, but it may be useful to further assess, and as appropriate, outline the public benefit of *both* preserving the architectural character of the facility while achieving greater accessibility *as well as other beneficial current and potential public uses of the space*. This may or may not include making the property available for public visitors engaging the building for non-religious purposes, as is the case for many, many churches, synagogues and temples with historic features.

If the CPAC is eventually inclined to fund a project, it may also wish to specifically note a prohibition on use of funds to restore religious imagery (unless such imagery or features has specific and articulable historic value). You may also wish to supplement your grant agreement with conditions that that guarantee future public access to a building, or other requirements that provide civic confidence that the preservation and restoration work may be appreciated by the wider community rather than the religious community of the Covenant Church alone.

Conclusion

It is the opinion of this Office that CPAC *may* (it is of course not required) advance the grant application for 9 Westminster Ave, contingent upon receiving adequate information to make findings consistent with the three-factor Anti-Aid Amendment analysis highlighted above. It may also be prudent for the applicant to consider supplementing their application with as much specific information as they would believe would ameliorate any Anti-Aid Amendment concerns the CPAC may have, including detailing a scope of work that either explicitly excludes expenditures on any religious iconography, or provides substantial evidence of the historic value of such iconography to merit funding in the face of additional scrutiny.

Should the Committee have further questions, I would be happy to provide further analysis.

FW: CPA Presentation

1 message

Charlie Foscett <charlie.foscett@foskettco.com>

Thu, Mar 10, 2022 at 1:19 PM

Reply-To: charlie.foscett@foskettco.com

To: tarawbradley@gmail.com, tbradley@town.arlington.ma.us

Cc: Clarissa Rowe home <clarissa.rowe@comcast.net>, abobzosa@gmail.com

Hi Tara:**Please save on SharePoint and forward to the members.****Thanks**

Charles T. Foscett

101 Brantwood Road

Arlington, MA 02476

+1.781.492.0800 (Mobile)

+1.781.641.4769 (Fax)

+1.781.646.5882 (Tel)

charlie.foscett@foskettco.com

Skype: cfoscett

From: Clarissa Rowe home <clarissa.rowe@comcast.net>**Sent:** Wednesday, March 9, 2022 9:17 PM**To:** Charlie Foscett <charlie.foscett@foskettco.com>; Alexander Franzosa <abobzosa@gmail.com>**Subject:** Fwd: CPA Presentation

See Alexander's email below. The other three projects got other funding.

Sent from my iPhone

Begin forwarded message:

From: Clarissa Rowe home <clarissa.rowe@comcast.net>
Date: March 9, 2022 at 9:15:08 PM EST
To: Alexander Franzosa <abobzosa@gmail.com>
Subject: Re: CPA Presentation

Thanks, Alexander

Sent from my iPhone

On Mar 9, 2022, at 9:03 PM, Alexander Franzosa <abobzosa@gmail.com> wrote:

Hi Clarissa,

Please see attached for notes on the questions asked by the Finance Committee.

During the meeting, I looked back at the list of preliminary applicants regarding Charles Foskett's question. Other preliminary applications that did not reach the final round were the Brackett Elementary Study, the Central School Building Envelope, and the Hauser Building Roof Replacement. You may have more knowledge about these applications to share than I do.

Thanks,
Alexander

On Wed, Mar 9, 2022 at 5:12 PM <clarissa.rowe@comcast.net> wrote:

Great, Alexander. If you can write down their questions too, I would be grateful. And introduce yourself at the beginning. Thank you, Clarissa

From: Alexander Franzosa <abobzosa@gmail.com>
Sent: Wednesday, March 9, 2022 4:19 PM
To: clarissa.rowe@comcast.net
Subject: Re: CPA Presentation

Hi Clarissa—I'll be there tonight for the presentation.

-Alexander

On Sat, Mar 5, 2022 at 10:59 AM <clarissa.rowe@comcast.net> wrote:

Sounds good, Alexander. And thanks for the addition.

From: Alexander Franzosa <abobzosa@gmail.com>
Sent: Saturday, March 5, 2022 10:03 AM
To: Clarissa Rowe home <clarissa.rowe@comcast.net>
Cc: Julie Wayman <JWayman@town.arlington.ma.us>
Subject: Re: CPA Presentation

Hi Clarissa,

Please see attached for an updated draft. I included photos and costs for the Electrical Panel application directly from the Emergency Application which was sent out.

As for the presentation, I would like to attend but I have a potentially conflicting meeting with a study committee on the same night. I am going to check FinCom's agenda for Wednesday night once it is published, and if I can honor both commitments then I will. I'll let you know if I'll be coming once I know.

Thanks,
Alexander

On Sat, Mar 5, 2022 at 8:30 AM <clarissa.rowe@comcast.net> wrote:

Hello Alexander: It is just terrific, thank you so much. I think we should add the Electrical Panel, maybe at the end? And add it to the total. Julie is going to do a slide that talks about our starting a five year plan because that is what the Capital Planning and Finance Committee want to see. Also please add your name to the slide with mine.

Will you come to the presentation on Wednesday evening?

Clarissa

From: Alexander Franzosa <abobzosa@gmail.com>
Sent: Friday, March 4, 2022 6:33 AM
To: Clarissa Rowe home <clarissa.rowe@comcast.net>
Subject: CPA Presentation

Hi Clarissa,

Please see attached for the CPA presentation. Currently the Electrical Panel application is not included; I will make necessary updates to the slide deck if needed.

Thanks,

Alexander

3 attachments



FinCom Notes 20220309.docx

14K



Untitled attachment 00962.htm

1K



Untitled attachment 00962.htm

1K



PUBLIC WORKS DEPARTMENT
TOWN OF ARLINGTON

51 Grove Street, Arlington, Massachusetts 02476
Phone: (781) 316-3104 Fax: (781) 316-3281

Memo to: Christine Deshler, George Kocur, John Ellis
From: Mike Rademacher
Date: March 2, 2022
Subject: Finance Committee DPW Questions FY2023; Director Response

Below are responses (*in italics*) to questions received on February 15th.

Natural Resources

1. Explain "Ryder Energy" and why are no energy costs being budgeted.

We are using this line to track energy costs at Ryder Street. We moved several DPW divisions to that location for the duration of our building project. We are planning to use our existing energy line items to cover this cost as we will have vacant buildings during the duration of the project.

2. Tree replacement and pest management. Are we hewing to our tree plan; how successful are our efforts in terms of the newly planted tree survival rate; have we been reimbursed by the gas company for trees killed and have the leaks been repaired.
 - *Since drafting the Tree Management Plan, we have met or exceeded our tree planting goals.*
 - *I do not have an exact survival rate but we do track trees that die in our removal numbers which in turn is rolled into our annual statistics tracing net gain of trees.*
 - *When the Tree Warden believes a tree has died due to gas leaks he submits a bill to the Gas Company. While there is some negation on the final payment, we have been very successful in recouping funds for lost trees.*

3. Historic Sculpture Maintenance. Update us on what work has been completed this year and what is expected for next year.

We used funds to clean/preserve portions of the wall around Town Hall and the gardens. We plan to continue that work as well as perform preservation treatments to the Uncle Sam Statue, Menotomy Indian and the base of the TH flagpole.

4. Total Natural Resources expenditures, from Julie Wayman's Munis report, were \$544,000 in 2021. The budget is \$549,000, which is level funded. Costs have inflated this year; are there cuts that will be needed in the amount of work done within this amount of money?

I believe the proposed funding will be adequate to accomplish or annual goals. We will re-evaluate this in next year's budget. No cuts are expected.

5. Fund balances for Trees Please and MacEachern.

*Trees Please Fund - \$267,695.74
MacEachern Fund - \$148,507.41*

6. How hard will it be to fill the two Tree Climber positions? If not filled, how much does this impact the tree programs.

We are having a difficult time filling these positions. We did just make a hire a few weeks ago. The greatest impact is on our ability to perform tree maintenance in house in a timely manner. Ultimately we spend more funds on contracted services if we cannot fill positions.

Field Maintenance

1. Has the DPW agreed to increase its share of field maintenance costs with Parks & Rec to \$60,000 and what is the total cost of field maintenance (for both DPW and Parks & Rec).

We have asked for more funds in this budget as costs for this have increased. The total cost is about \$110,000. We look to get \$50,000 from Parks & Rec.

Engineering

1. What Mobility Improvements have been done this fiscal year; what is planned for FY23.

We expended funds in the Heights to repair tripping hazards in the brick sidewalks. In FY23, the funds are planned to be spent on improvements to the crosswalks at Chestnut Street near Mystic.

Public Works Admin

1. Why the need to \$8,800 in Overtime when actuals are so less.

We have had less weekend/night events due to Covid. As we ease out of the pandemic some events may come back and some may continue to be scheduled differently. Spending over the next FY will be a good indicator on how to fund this line moving forward.

2. New Systems Analyst/Director GIS. How does this role relate to the two positions requested last year? What are its primary responsibilities?

This position is one of the two requested last year. This position will be responsible for leading technology related modernization projects such as better work order tracking, vehicle maintenance management software, and asset management using GIS.

3. Increased hours of Waste Diversion and Curbside Enforcement from .5FTE or 17.5 hours to .71FTE or 25 hours. What is the reason for the change? What benefits do we expect?

The increase reflects the effort we have seen required for the position. This role has three top priorities: Curbside program compliance, supporting waste diversion projects, and rolling out new waste ban programs.

In the fall of 2019, Arlington undertook a project to reeducate the community about the problem with contaminated recycling through grant funding with MA DEP. Continuing to keep the curbside recycling contamination low, in addition to enforcing residential, apartment, and small business program rules, is a daily activity.

Additional waste diversion programs occur during office hours, in the evenings, and on weekends, providing residents with access to services at a variety of convenient times.

The 2030 MA Solid Waste Master Plan bans mattresses and textiles from the trash (Law effective on Nov. 1, 2022). The Waste and Diversion Compliance Officer is assisting in the research and program design to have these materials collected at the curb, and then will have the primary responsibility for public outreach and education.

4. The Munis report supplied to us by Julie Wayman shows about \$23,198 spent in FY20 and \$15,127 spent in FY 21 for COVID-19 Expenses. How were these monies spent in FY 20 and FY 21; Do you anticipate similar expenses in FY 23; Will (were) any of these expenses be covered by ARPA funds.

These costs are related to protective equipment required to maintain staff safety. We were asked by the Manager's Office to track these costs separately as they were reimbursable by the State or other entities.

5. Are you budgeting sufficiently for 5202 Professional/Contract Services.

We budget largely based on running averages.

6. Does DPW get any revenue from curb cuts, trench work, etc.? What other funds, budgets, grants are available and/or are being utilized by DPW.

Revenue from the permit fees is divided among the General Fund and the Water/Sewer Enterprise Fund. We pursue grant funds when available but such grants often supplement our efforts and do not cover annual costs.

7. What is the balance in Recycling Revolving Fund.

Recycling Revolving Fund \$51,866.98

8. Were the \$40,000 and \$42,000 in DEP grants from 2020 spent in 2021. Is there money left over from those. If staff increased as a result, will the positions still be continued when the grants are exhausted.

The DEP grants cannot be used for salaries (except for year one of a new position). We are not currently paying any salaries with these funds. There are some funds left and they can roll year to year. We are holding onto some of these funds to cover program costs for any new mandated DEP regulated items such as mattresses which will be banned from the waste stream soon.

9. Regarding the water department. 711 water meters were replaced in 2020 vs 1400 in 2019. Is that because less need to be replaced or because of Covid? Will there be a time when water meter replacement is not required and what will water meter replacement staff be tasked with?

The number of replacement meters dropped for a few reasons. We had replaced about 80% of the meters with our staff. Other programs were put on hold to do so (hydrant replacements, mainline valve maintenance, etc.). The remaining 20% are comprised of non-responsive addresses and our commercial properties. To accelerate the remaining replacements, we will be using ARPA funds to hire a contractor to do this work. Covid also slowed down the program.

We will always need to perform troubleshooting and repair of water meters. We will continue to have staff dedicated to this but the majority of staff will be back to performing other duties on the water and sewer systems.

Highway

1. Why were FY21 actuals for 5224 Other Supplies so high. (Munis says \$609,722.47 was spent).

In that FY the Manager allowed us to spend surplus operating funds on improvements to the sidewalks in the center of Town to accelerate the timeline of the project. We charged the funds in this line item rather than dispersing them through the entire budget.

2. Will the 3 vacancies be filled? Is that difficult this year? What is the effect if they are

We are continuously looking to fill vacancies. The result of not filling them will be a reduction/delay in work performed (CB's repaired, potholes filled, sidewalks repaired etc.)

3. How have gas line replacement projects changed road surfacing plans. Will more funding be needed. Do gas companies provide compensation for these costs.

The gas work does not necessarily change our plans. If they are working in a road of good condition, they are required to come back in a year after the work is done to construct a long lasting quality road patch. If we are planning to pave the road anyway, we sometimes allow them to construct a temporary patch. In some instances, if the work they do is significant, we have required the gas co to repave the entire road. Their work does often have us reconsider some of our own utility repairs so that we can repave the road and be confident significant utility work will not be needed for some time prolonging the roadway surface. Available funds do not always allow us to perform this level of coordination.

Snow & Ice

1. How much has been spent so for this fiscal year.

As of February 14th, we had expended \$807,677. A few significant events have occurred since but the costs have not yet been reconciled.

Solid Waste

1. What is the status of Food Scrap Diversion Program. Is it being expanded. Are there measurable goals. And why do we need \$50,000 when the actuals are more like \$30,000

Food Scraps are estimated to be 25% of the weight of municipal trash, according to MA DEP. Our top priorities for this program are behavior change (long-range), access to programs (equity), and impact (trash tonnage reduction). With 2000+ (10% households) opting in to food scrap diversion currently, we find that behavior change is happening.

The fluctuation of costs associated with school food scrap diversion fees and the purchasing of equipment for program development account for the variety in expenditures from year to year.

Our school food scrap diversion program was hit hard by school closures, making those costs much less last year, while in-person learning and rising service fees will make it much more expensive this FY22 school year and beyond.

We are beginning outreach now to apartment buildings and condo associations to increase awareness of, and participation in, subscription services for food scraps, and expect delivery on 100 lockable 35-gallon food scrap carts this spring, a significant investment that was put off during COVID. This is a logical expansion of our food scrap diversion programming, with a co-benefit that we hope to test removing food scraps from our dumpsters. Pests in trash has become a higher priority for our Health Dept. as well as surrounding communities. Cambridge, for example, is issuing covered trash equipment to all residents this spring. As

Arlington looks to do the same in the near future, we must continue to help residents seek higher-purpose waste diversion behaviors.

2. Please summarize the new contract with JRM.

The new contract is basically an extension of the existing contract with a bump in fee to account for current market pricing.

- a. The Town Manager noted that recycling markets have stabilized. Is there a market for our recyclables? Plastics in particular?

Yes there is a market for our recyclables. We only collect (accept) the plastics that have value in the market, guided by state waste ban laws. Glass is the most common low-value commodity, but we collect it because it's banned from trash by state law. In our contract with JRM we have been insulated from the ups and downs of commodity pricing by allowing them to own the material they collect.

- b. If the state mandates food scrap recycling, does this affect the JRM contract? How will we handle this if it happens, in general terms?

The state law for food scrap diversion is not expected to extend to the household level during the terms of this contract renewal. It may impact our schools, we are keeping an eye on that.

3. Goals from the FY2022 objectives included: (a) Build ReUse programming as co-equal strategy to reduce solid waste; and (b) Continue waste diversion drop off activities, especially the recycling center, in the midst of DPW yard renovations.

- a. Is there any update on these and what have the budgets impacts been.

DPW has spent minimal resources to relocate the Reuse & Recycling Center to 33 Ryder Street during renovations. We have expanded the activities in this new space by adding a swap shed, weekday collection of harder-to-recycle materials, and residential access to a scrap metal dumpster. The Reuse & Recycling Center also provides the community with a concentrated area for purchasing compost bins, receiving subscription food scrap diversion kits, and ample space to host secure document shredding, bike donation, and medical sharps collection events. The operational costs of these activities have held steady for the past three years. Further infrastructure investments in the Reuse & Recycling, such as growing the swap shed, can be paid for using MA DEP grants called the Recycling Dividends Program, which we receive annually as a result of the best practices we already implement.

4. Related question Last year you reported: "There are approximately 400 households currently using the FiDO program each producing 340 lbs. of food scraps per year." And also "FiDO- there are two public locations (DPW and the Rink) and one neighborhood location. The DPW site has increased capacity to 3 metal, animal proof containers. In 2019 we collected 63 tons. We have diverted 70 tons of food waste in 2020".

- a. Has participation and volume increased or decreased since then?

As of February 2022, 840 people (households) have signed up to use the Feed FiDO drop off program. Whether they still use it, or have moved, signed up for curbside subscription food scrap collection, or discontinued for any reason is not a result we track. The volume of the food scraps collected holds steady, as do the costs, making this an inexpensive, equitable program that invites all residents to try food scrap diversion (behavior change). Meanwhile, the number of users that subscribe to curbside collection programs has increased about 25% this past year, so we expect some of the initial FiDO users have changed their behavior enough to be willing to pay for the private service. We have not yet increased the number of drop off locations for Feed FiDO, although we have permission from the Park and Rec Commission to expand to

two more locations. During COVID we chose instead to grow this program cautiously. We can revisit those sites this spring/summer, as participating residents in the east and west parts of town have asked for closer locations.

5. Auditing of solid waste contamination, last year you explained: “MA DEP has contracted with Kessler Associates to design this materials audit protocol, which can be adopted across state, leveling the playing field as communities gain more understanding of their contamination rates and the consequential costs to be built into contract.”
 - a. Is there now an auditing protocol? Is that used in new contract and what would cost impacts be for failing an audit?

While an auditing protocol was developed, our proposed contract renewal with JRM would not need to utilize it. If we were to contract with a new vendor where the cost of sorting the recycled material was a separate fee, the audit would be more necessary. Where JRM owns all the material, it is not as big of an issue.

Motor Equipment Repair

1. Explain the Covid-19 expenses for FY21.

These costs are related to protective equipment required to maintain staff safety. We were asked by the Manager's Office to track these costs separately as they were reimbursable by the State or other entities.

2. Why the request for \$39,975 for Overtime when actuals have been (fortunately) decreasing.

This number swings a bit from year to year but I work to put an average number here. We have worked this number down from \$66,207 in FY18. Working to modernize our vehicle fleet has helped and I imagine our average will continue to drop.

3. Similarly, why \$55,000 requested for Maintenance when actuals are \$35,000.

Similar to the previous answer, we had expenses as high as \$66K in FY18. With keeping the fleet modern, these costs may also trend down over time.

Cemetery

1. It seems actuals for Maintenance (5202) fluctuate year to year. Please explain the factors why.

We have done some specialized project in recent years which required an increase in the budget. Each time I offset that increase with use of Cemetery Trust funds. One increase was for significant tree work. FY23's requested increase is for long overdue maintenance to the fence along Medford Street.

2. The budget request for Other Supplies (5224) seems more than needed given actuals the past 4 years. Please explain.

I believe Covid and staff vacancies are influencing these numbers. With full staff more maintenance can occur. This line was funded at \$30K previously and was reduced to \$25K. We had several years where expenses hovered around \$25K. Grave stone straightening, raising flat markers, maintenance of some landscaping influence this number and are directly tied to staffing.

3. What is the balance in Lots & Grave and in Perpetual Care.

*Sales of Lots & Graves Fund \$ 842,247.39
Cemetery Perpetual Care Fund \$ 9,011,867.78*

Streetlights

1. Your FY 22 objectives were “Continued program of updating older, problematic traffic signal control equipment”. Do you have any updates of this and cost estimates for the coming years.

We continue to have older equipment which requires updating. Last year we replaced the majority of equipment at Crosby and Mystic. This updating work is done with Capital funds. Operating Budget Funds are used for repairs and energy costs.

General

1. How is the DPW facility building project progressing. What impacts on current and future budgets are anticipated.

The project has been slowed by supply issues. For example, portions of our new steel building have been delayed by 4 months.

I do not anticipate any significant budget impacts with the new facility. While our energy costs may be more (because we are adding an additional building), we are also adding two additional departments to the facility to share the costs. We are also making significant improvements to the building's efficiencies which will hopefully make a positive impact on energy costs.

2. What are the top 3 budget risks that you see in the next one to two years? How big would their impact be on the budget? We see as possibilities:

- a. Inflation, increasing cost of supplies, contracted services, and wages in next CBA negotiations.

Wage increases typically range between 2-3%. Although we may need to make some larger adjustments in some area to keep up with our comparable communities.

Regarding costs of supplies and services, I think we will see some big hikes in the short term due to rising inflation and supply issues but I am hopeful these will level out in the long run. Difficult to project.

- b. Difficulty in hiring and keep staffing at full levels.

I believe this will be our biggest challenge in the years ahead. This is an ongoing issue. We will need to develop some strategies to combat this or we will be in a difficult place in the not too distant future.

I would like to develop a relationship with Minuteman HS to see if there are opportunities to develop a Public Works oriented curriculum for which we could offer internships and possible generate future hires.

- c. IT system needs not being met.

Working with the new IT Director on this. Also looking for the newly requested staff position to help guide this effort.

Sent at: 3/1/2022 2:35:40 PM

FY'23 Police Budget Questions

From: darrel.harmer <darrel.harmer@gmail.com>

To: Julie Flaherty <jflaherty@town.arlington.ma.us>

Cc: Darrel Harmer <dharmer@town.arlington.ma.us>, Jonathan Wallach <jfwallach@rcn.com>

Hello Chief,

I'm pleased to tell you that the Finance Committee reviewed the FY'23 Police budget on February 16th. and approved it unanimously. However, Committee members did ask the questions below.

1. Actuals for salaries decreased from \$6.4M in FY'20 to \$6M in FY'21 and then increased to \$6.9M (budgeted) in FY'22. What accounted for these variations?
2. Injury Earnings (5114): why is there nothing budgeted in FY'22 or FY'23?
3. There are multiple line items for stipends (5160, 5109 and 5118). What are the different types of stipends and how are they earned?
4. Clothing Allowance (5141) - Please explain this line item and what it's used for. How does this relate to the Uniforms, Badges and Gloves (5241) expenses line item?
5. Firearms and Ammunition (5253) - Please explain how this line item is expended. Is this line item used for regular replacements of firearms?
6. Cameras
 - Does Arlington's purchase of cameras and related equipment depend on the state issuing the uniform policy for the procurement and use of cameras?
 - Will every officer be assigned a camera?
 - Will a camera be installed in every cruiser?
 - Will the forfeiture fund be the ongoing source of funds for the camera hardware costs? If not, what will be the on-going funding source?

Proposed 2022 Warrant Article

ARTICLE BYLAW AMENDMENT/CIVILIAN POLICE ADVISORY COMMISSION

To see if the Town will vote to amend the Town Bylaws to establish a Commission to provide a public forum for feedback on policing in the Town, to educate the public about their options for filing complaints and commendations regarding police conduct, to guide community members in filing complaints and commendations, to work with the Arlington Police Department

to analyze and publish data on policing, and to comment on police policies and procedures; setting forth the membership, duties and responsibilities, administration, and requirements of such Commission; or take any action related thereto.
(Inserted at the Request of the Police Civilian Advisory Board Study Committee)

Do you anticipate any cost or other impacts to result from this article if it's approved at Town Meeting?

Please let me know if you have any questions.

Thank you,

Darrel

Re: FY'23 Police Budget Questions

From: Julie Flaherty <jflaherty@town.arlington.ma.us>

To: Darrel Harmer <darrel.harmer@gmail.com>

Cc: Darrel Harmer "Darrel Harmer, Darrel" <dharmer@town.arlington.ma.us>, Jonathan Wallach <jfwallach@rcn.com>

Darrel,

Please find the responses to your questions in the attached document.

Thank you,

Julie Flaherty

Chief of Police

Arlington Police Department

112 Mystic Street

Arlington, MA 02474

781-316-3901

Arlington values equity, diversity, and inclusion. We are committed to building a community where everyone is heard, respected, and protected.

From: "Darrel Harmer" <darrel.harmer@gmail.com>

To: "Julie Flaherty" <jflaherty@town.arlington.ma.us>

Cc: "Darrel Harmer \"Darrel Harmer,Darrel\"" <dharmer@town.arlington.ma.us>, "Jonathan Wallach" <jfwallach@rcn.com>

Date: Wed, 02 Mar 2022 10:40:19 -0500

Subject: Re: FY'23 Police Budget Questions

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Thank you Chief

On 3/2/2022 9:12:24 AM, Julie Flaherty <jflaherty@town.arlington.ma.us> wrote:

Thank you, Darrel, I will prepare a response and get back to you soon.

Julie Flaherty

Chief of Police

Arlington Police Department

112 Mystic Street

3/9/2022

Salary

There were four ranking officer and one patrol officer retirements between FY20 and FY21. In addition, there were two patrol resignations in FY21. We were not able to hire new officers at the time, which meant we could not promote and fill ranking positions. In March 2021 we finally hired four new officers. They were not through training and added to our rosters until October of 2021. Following is impact on actual budget numbers.

- We were short a lieutenant and sergeant for almost three quarters of the year, translating to about \$122,000
- One patrol officer the entire year and another four for about 35 weeks, translating to about \$198,000
- Courts were basically closed resulting in no overtimes ranging from \$10 - \$25,000
- Late in FY21 we hired four new patrol officers. Once they completed training we were able to make adjustment/promotions to fill out ranking officers, but then re-opening shortages in patrol.
- In January of FY22 we hired six new student officers.
- We are still short a sergeant and three patrol officers. We are hoping to add these officers in FY22. This, along with CBA increases, is the increase for FY23.

Injury Earnings

This tracks what is paid as line-of-duty income. The salaries are already carried in line 5100.

Stipends

- 5160 – Cleaning Allowance: this is a CBA benefit paid to police, rank, and 680 union members.
- 5109 – Accreditation Stipend: this was a former CBA stipend paid to new sergeants until they hit their first step increase. This was recently changed and the last grandfathered sergeant has moved up.
- 5118 – Dispatch Stipend: this is a \$300 stipend covered by CBA for EMD certification for dispatchers.

Clothing Allowance 5141

This is an allowance provided to Captains and Ranking Inspectors, through CBA. It used to be paid out of 5241 but as it is a cash payment the comptroller said it is a benefit and must be paid through payroll so the funds were transferred and now paid through this account. It also includes the option for other inspectors to claim up to \$400 out of their CBA clothing allowance to be reimbursed for plain clothes. The amount claimed each year can be changed, but budgeted based on personnel. Again, this was changed to a salary account by comptroller. Account #5241 is expenses paid to a vendor for uniform expenses as allowed through CBA.

Firearms and Ammunition #5253

This fund is used to supply ammunition and periodic firearm repair or replacement. Ammunition is purchased for stock, annual firearms qualification, training and supplied to police academy for our student officers. A capital expenditure would be requested for a full scale update or replacement of all department firearms.

Cameras

The study committee for Body Worn Cameras for Police Reform will not impact whether or not we purchase cameras but will set policy for all departments in the Commonwealth. At this time, the Town is negotiating with police unions and once that is completed, we will move forward with purchasing and outfitting every police officer with cameras. We also intend to outfit each marked cruiser with cameras. We will use asset forfeiture funds to purchase hardware. If we need to replace cameras after the warranty has expired, we will use what is

available to us. If we do not have asset forfeiture funds available, we will make capital requests. We expect cameras will be functional for at least 5 years.

Proposed Warrant Article

The recommendations from the study committee include working with APD to produce data and deliver it to the community. I do not know what the cost will be to accomplish this task. Currently, we do not have the personnel or the capability to accomplish this. The recommendations also state that the commissioners will attend a civilian police academy. APD typically runs one every year and the expected cost is approximately \$15,000 for a ten week program.